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Internship Learning Contract

St. Kate's Internship Program

Term _____ Year _____

The Internship Learning Contract is meant to provide structure to your internship. Please use this form to outline the focus and goals of your internship using your completed *Internship Goals Worksheet* as a guide. You will need a signature of approval from your Faculty Internship Advisor and your Internship Supervisor upon completion.

I. Internship Details

Name: (First) _____ (Last) _____

St. Kate's Email: _____ Major/Minor: _____

Faculty Internship Adviser: _____ Semester/Year: _____

Internship Start Date: _____ Internship End Date: _____ Credits: _____ Paid / Unpaid

Intern Title: _____

Company/Organization: _____

Address (of site): _____

Work Schedule/Hours: M _____ T _____ W _____ TH _____ F _____ SA _____ S _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Phone: _____ Supervisor Email: _____

II. Finalized Internship Position Description

List the duties of your internship position (*provide as much detail as possible including: training, daily tasks and responsibilities, special priorities, projects etc.*)

1.

2.

3.

4.

5.

6.

7.

8.

III. Internship Goals

For each category below, use goals from your *Internship Goals Worksheet* to include in the chart.

MAJOR CONNECTION

GOAL (From Goals Worksheet)	What will I DO to learn/improve this goal?	Who will provide feedback on my progress and <i>how</i> ? (supervisor, client, customer etc.)

SKILLS DEVELOPMENT

GOAL (From Goals Worksheet)	What will I DO to learn/improve this goal?	Who will provide feedback on my progress and <i>how</i> ? (supervisor, client, customer etc.)

III. Internship Goals Continued...

LEADERSHIP GROWTH

GOAL (From Goals Worksheet)	What will I DO to learn/improve this goal?	<i>Who</i> will provide feedback on my progress and <i>how</i> ? (supervisor, client, customer etc.)

PERSONAL INTEREST

GOAL (From Goals Worksheet)	What will I DO to learn/improve this goal?	<i>Who</i> will provide feedback on my progress and <i>how</i> ? (supervisor, client, customer etc.)

IV. Evaluation/Grade

Your grade is based on **2 evaluations** and any **additional assignments** given by your Faculty Internship Advisor (FIA).

1. **Mid-Semester Review form and Meeting**

- Evaluation form is completed by Internship Supervisor
- Faculty Internship Advisor conducts site visit and participates in evaluation meeting with Internship Supervisor and intern

2. **Final Evaluation form and Meeting**

- Evaluation form is completed by Internship Supervisor
- Internship Supervisor and intern participate in final evaluation meeting

3. **Additional assignments**: (e.g.: journal, research paper, major work project, presentation, portfolio, etc.)

a.)

b.)

c.)

d.)

V. Required Signatures

Faculty Internship Advisor Signature

Date

Internship Supervisor Signature

Date

Student Intern Signature

Date