

# Sample Learning Agreement

**Name:** Student Name

**Internship or Co-op Dates:** Month/Year to Month/Year

**Internship or Co-op Position:** Position Title

**Internship or Co-op Site:** Organization's Name

*Directions: Students complete all three columns and at least two rows/objectives, for each section with their supervisor at the start of the internship or co-op experience. Student/supervisor review half-way through the experience and adjust as needed.*

What are your learning goals?	How will you work toward meeting your goals?	How will you prove you have met your goals?
<p><b>TRANSFERABLE SKILL OBJECTIVES</b> – List transferable skills you hope to gain through your experience. These can be soft skills, personal skills, or specific professional skills.</p>		
<p>Skill objective, ex: Writing, computer, public speaking, etc.</p>	<p>Activities to support learning or enhancing the identified skill set in the first column</p>	<p>Anticipated manner of evaluation, could involve the supervisor's participation</p>
<p><i>Example: Improve my technological skills - Microsoft Excel and other computer programs used by my internship team</i></p>	<p><i>Example: Participate in office trainings, set meeting times with my mentor to learn Excel tricks and formulas</i></p>	<p><i>Example: Will regularly use at least three new Excel formulas and can easily navigate specific programs for my role</i></p>
<p><b>PERSONAL DEVELOPMENT OBJECTIVES</b> – Think about goals that will further your personal growth. These could be work-related or academic, but should related to your professional aspirations.</p>		
<p>Goal to help personally, but in the context of work</p>	<p>Techniques to achieve the objective in the timeframe</p>	<p>Set a method of demonstrating competence</p>
<p><i>Example: Become more comfortable answering challenging customer questions</i></p>	<p><i>Example: Practice answering questions and techniques through role plays with a supervisor</i></p>	<p><i>Example: Be able to successfully address customer problems without having to forward them to supervisors</i></p>
<p><b>CAREER DEVELOPMENT OBJECTIVES</b> – It is important to learn more about the field you are potentially interested in pursuing. Think about what you need to improve to be successful in that field in the future.</p>		
<p>Career related ideas beyond tasks in the position</p>	<p>Specific ideas and steps that support the idea/objective</p>	<p>Ways to verify that the ideas and steps are occurring</p>
<p><i>Example: Keep track of current important topics in my field, every day</i></p>	<p><i>Example: Set aside 30 minutes each day to read relevant journals, articles, and news sources, each day and synthesize topics or articles for myself</i></p>	<p><i>Example: Discuss regularly with classmates, co-workers, or other professionals while incorporating own thoughts; apply learned ideas into role</i></p>