

Otterbein University

Internship Learning Contract

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty coordinator and work supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principle parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____ Class Year: _____

Campus Address: _____

Address while on Internship (if different): _____

City, State, Zip: _____

Phone: _____ Email: _____

Work Supervisor

Name: _____ Title: _____

Company/Organization: _____

Internship Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Faculty Coordinator

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____

Course #: _____ Credits: _____

Grading Option: Letter Grade _____ Credit/Non-credit _____

Beginning Date: _____ Ending Date: _____

Hours per Week: _____ Internship is: ___ Paid ___ Unpaid

Signature of Department Chairperson: _____

Part II: Learning Objectives/Learning Activities

Learning Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

- On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

- Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your work supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty supervisor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc.

Supervision: Describe in as much detail as possible the supervision to be provided at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

By signing this learning contract, you are agreeing to the learning objectives listed in this form, and have read the Otterbein Internship Manual (<https://www.otterbein.edu/sscd/internships-professional-experiences/>).

Student _____

Date _____

Faculty Coordinator _____

Date _____

Work Supervisor _____

Date _____