

Adapted by: Career Services Center, Old Main 280, Western Washington University

A. Name \_\_\_\_\_

Current Address & Contact Information:

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Home phone) (Cell phone)

**Address while on internship (if different from above):**

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Home phone) (Cell phone)

B. Internship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

C. Faculty Sponsor/Advisor \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

D. Credits to be awarded for internship: \_\_\_\_\_  
Department Course No. Credits

**Part II. THE INTERNSHIP**

A. **JOB DESCRIPTION:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, projects to be completed, deadlines, etc., if relevant.

B. **SUPERVISION:** What kind of instruction, assistance, and consultation will be provided by your Supervisor? (e.g. weekly meetings? Mid-quarter review? Training?)

C. **EVALUATION:** It is my understanding that:

80% of the final grade will come from the Internship Supervisor's assessment of my work (see Evaluation under #3 located under For Organizations tab).

15% of the final grade will be based on Blackboard assignments and my Faculty Sponsor's assessment of how well I attained my Learning Plan goals.

5% of the final grade will be based on my completion of a one page **Assessment of the Internship Site/Experience** and a three to four page reflective essay of **Student Self-Assessment** in which I will address 1) how well I met my learning goals, using the learning strategies identified in my Learning Plan AND 2) my assessment of my professional performance in the specified areas of the **Supervisor's Evaluation form**.

I will submit a copy of my Self-Assessment essay to both the Intern Supervisor and Faculty Sponsor at the end of DEAD WEEK. The Assessment of the Internship Site/Experience document should also be submitted to the Faculty Sponsor at the end of DEAD WEEK. I understand that my Faculty Sponsor will share information taken from the latter with an Intern Supervisor or Organization, if deemed helpful for future changes, but only after a student's grade has been determined.

**D. LEARNING GOALS & LEARNING STRATEGIES:** In this part of your Learning Contract, import and fill out the Learning Plan (under Tools) so that you address all five areas of the Learning Plan in terms of your goals and your strategies. You will find helpful guidelines for filling out the Plan in the second screen under Learning Plan. When completing the grid (you may expand spaces or format as an outline), try to be very specific, using concrete language. For example, observations kept in a journal may be one of your learning strategies for a given goal. Reading a specific book to better understand a facet of an organization's work could be cited as a strategy.

The Learning Plan (Goals and Strategies) may be revised within the interning quarter as long as any changes are approved by your Supervisor and Faculty Sponsor.

**E. INTERNSHIP AND CLASS SCHEDULE**

Class Name/Internship	Mon	Tue	Wed	Thu	Fri	Sat

**F. IF THIS IS A PAID (AND/OR BENEFITS PROVIDED) INTERNSHIP, PROVIDE THE DETAILS BELOW.**

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**Part IV. AGREEMENT**

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

***Copies of this contract will be distributed to all parties.***