



Academic Success and Career Center

WASHINGTON STATE UNIVERSITY

CAREER DEVELOPMENT INTERNSHIP PROGRAM GUIDELINES FOR LEARNING AGREEMENT

Use this as an outline to design and write your own contract.

I. **Parties Involved:**

<u>Student:</u>	Your Name	<u>Site:</u>	Site Name
	Student ID#		Supervisor's Name
	Mailing Address		Mailing Address
	Phone Number		Phone Number
	Email Address		Email/Fax, if available

II. **Duration:**

Specify the starting date and final date of the internship with the organization/company

III. **Hours:**

Specify weekly work schedule on-site. (e.g. Mon: 2-5, Wed: 11-3) . As a general rule, you **must** work three (3) hours per week per academic credit received for the duration of the semester.

IV. **Student Learning Goals:**

Specify the professional and career development goals this internship will help you achieve and list them in priority of importance. Include general learning objectives (understanding of retail, banking, hotel industry, etc.), specific goals (observing merchandising techniques, strengthening interviewing skills, etc.).

V. **Student Responsibilities**

Specify responsibilities to the organization to be completed during the internship. A manageable project or focus is most desirable (e.g. research and make recommendations for a fundraising campaign, write press releases and p.s.a.'s, etc.). These tasks should be clear and concise to avoid uncertainty during the course of the internship and at the time of the final evaluation. Responsibilities should assist you in achieving above-stated learning goals and should not be clerical in nature.

VI. **Supervisor Responsibilities**

- A. Training - Plan on a significant time commitment initially. Structure an orientation to both the organization and specific role to be assumed. Attendance at on-going staff meetings is desirable, if possible.
- B. Feedback - Regular feedback sessions should be formally arranged to facilitate consistent supervision, guidance, and constructive criticism on a weekly basis. These times should be specified and adhered to. Specify how feedback will be given on an on-going basis. A formal midterm conference date should be set and included in this contract.
- C. Final Evaluation - A final written evaluation from the supervisor of the student's performance is required. Specify due date (in syllabus).

VII. Credit

_____ (# of credit hours desired) division credit hours (FHS 404) will be awarded at the end of the term based on successful completion of the internship (final evaluation score) and all written assignments.

VIII. Signatures:

Please make sure all of the following sign the original document:

Student

Supervisor

Faculty Adviser

DO NOT SIGN AND SUBMIT THIS FORM--THIS IS ONLY AN OUTLINE