CAREER DEVELOPMENT INTERNSHIP PROGRAM
GUIDELINES FOR LEARNING AGREEMENT

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

I. Parties Involved:
   Student: Your Name  Site: 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