

## Sample Internship Learning Contract

**Student Name:** \_\_\_\_\_

**Internship Dates:** month/year to month/year

**Internship Position:** Position Title

**Internship Site:** Organization's Name

**Directions:** Students complete all three columns for each section with their supervisor at the start of the internship. Student/supervisor review half-way through the internship experience.

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 internship 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>Example: Improve my technological skills – Microsoft Excel and other computer programs used by my internship team</p>	<p>Example: Participate in office trainings, set meeting times with my mentor to learn Excel tricks and formulas</p>	<p>Example: Will regularly use at least three new excel formulas and can easily navigate specific programs for my job</p>
<p><b>PERSONAL DEVELOPMENT OBJECTIVES</b> – Think about goals that will further your personal growth. Though these could be work-related or academic, they also should be 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>Example: Become more comfortable working with confrontational clients</p>	<p>Example: Seek resources regarding conflict resolution, and practice techniques through role plays with a supervisor</p>	<p>Example: Be able to successfully address client problems without having to forward them to supervisors</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 internship</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>Example: Keep track of current important business issues every day</p>	<p>Example: Read the Wall Street Journal, or other news source, each day and synthesize topics or articles for myself</p>	<p>Example: Discuss regularly with classmates, co-workers or other professionals while incorporating own thoughts</p>

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(supervisor signature)

\_\_\_\_\_  
(date)