

Learning Contracts

- The student needs to develop a list of things that he or she wishes to learn or accomplish while completing the internship. The student should determine if the goals are appropriate for the particular internship or co-op by consulting with the on-site supervisor and the faculty coordinator.
- The next step of the learning contract is to work with the on-site supervisor to determine how each of the student's goals will be reached.
- Things that need to be included in the learning contract are: the total number of hours required at the internship site, the amount of credit to be earned, and any assignments the academic department and faculty coordinator require in order to receive credit.
- Finally, the student and on-site supervisor need to meet at the end of the experience to determine if the pre-set goals have been reached.

Learning Contract

Intern/Co-op Student's Name:

Address:

Telephone Number:

Email:

Faculty Coordinator:

Address:

Telephone Number:

Email:

Employer:

Address:

Telephone Number:

Fax:

Email:

Job Title:

Semester:

On-site Supervisor:

Supervisor's Title:

Goals	Specific Ways to Reach Goals	On-Site Supervisor's Signature

Course Name and Number:

Number of Credits:

Number of Hours Required at Worksite:

Assignments that need to be completed to receive school credit:

Intern/Co-op's Signature:

Faculty Coordinator's Signature:

Sample Learning Contract

Intern/Co-op Student's Name: Alana Pray
Address: 123 Main Street
Anytown, USA 99999
Telephone Number: 999-555-5555
Email: pray@email.edu

Faculty Coordinator: John Doe
Address: 327 Chadbourne Hall
Orono ME 04469
Telephone Number: 999-581-9999
Email: doe@email.edu

Employer: University of Maine
Address: Orono ME 04469

Telephone Number: 999-581-4444
Fax: 999-581-5555
Email: maine@email.com

Job Title: Intern

Semester: Summer 2001

On-site Supervisor: Sam P. LeContract

Supervisor's Title: Director, Career Center

Goals	Specific Ways to Reach Goals	On-Site Supervisor's Signature
Strengthen computer skills	Practice and use the available computer software to perform required tasks.	
Improve oral communication skills	Deliver presentations to small groups of students and classes.	
Learn how to juggle multiple tasks	Develop an organizational system that utilizes a 1-10 rating scale of importance.	
Learn about new counseling techniques	Read current journal articles that discuss and analyze new techniques.	
Become familiar with career-related resources	Search the Internet, look through the books available in the Career Lab, and use the computerized guidance systems.	

Course Name and Number: ABC 492

Number of Credits: 3

Number of Hours Required at Worksite: 200

Assignments that need to be completed to receive school credit:

Keep a weekly log of all duties performed, include what you have learned from the experiences and your reactions to performing the duties. Also make sure that you discuss your progress in reaching your goals.

Intern/Co-op's Signature:

Faculty Coordinator's Signature: