

Learning Objectives & Agreement

(Student needs to keep a completed copy of this form!)

Important: You must **submit** this original copy of your Learning Objectives & Agreement form **before the end of the first week** of the internship. Offer a copy to your supervisor. KEEP A COPY FOR YOUR FINAL DEFENSE STATEMENT AND PORTFOLIO.

Your learning objectives should identify goals for your internship. Just as a course syllabus outlines goals for learning and identifies assignments intended to help achieve learning, a learning objectives statement will help you, your employer and me understand the scope of your internship. You may, if necessary, update your objectives as your internship develops.

Your objectives and tasks statements should clearly explain what and how you will learn through your internship experience. For example:

Objective: To learn how a non-profit organization gains public support

Task: Write press releases for Indian Waters Girl Scout Council

Task: Develop informational brochures for Indian Waters Girl Scout Council

It is important that you and your supervisor discuss mutual expectations before the internship begins. Learn to negotiate terms that are mutually beneficial. Make sure you understand what is expected of you, to whom you are to report, whether you may attend staff meetings, whether work hours are flexible, etc.

Use the format below to identify your learning objectives and the specific internship tasks that will enable you to accomplish those objectives. Use the format on the reverse side to document that you and your supervisor have discussed learning objectives, tasks, responsibilities, and general policies of the internship. Be sure you contact me if you or your supervisor has any questions.

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

Objective: _____

Task(s): _____

After agreement has been reached between the intern and internship supervisor about these objectives and tasks, please read the information on the reverse side of this form. Complete the blank areas, sign and date where requested.

The _____ will retain _____ for the purpose of gaining
Internship Supervisor Student Intern
practical knowledge and experience in the occupation of _____
Intern's Job Title

from _____ to _____
Start Date End Date

The internship supervisor agrees to:

- 1) Provide training for the student as detailed in the learning objectives.
- 2) Work with the internship coordinator to ensure the best possible training.
- 3) Evaluate and meet with the intern for performance reviews.
- 4) Retain the student for an average of _____ per week for _____ weeks and pay (if applicable) the student \$ _____ per _____.
- 5) Consult with the internship coordinator if dismissal or lay-off is anticipated; Conferences about unsatisfactory situations should be held to avoid dismissals.

The student agrees to:

- 1) Work for the internship supervisor in order to receive training and experience.
- 2) Demonstrate interest in the job and cooperate with all persons involved.
- 3) Develop the knowledge and skills necessary to become an effective employee.
- 4) Adhere to all rules and regulations of the business and act in an ethical manner.
- 5) Inform the supervisor and internship coordinator of illness or emergency prevents attendance.

The internship coordinator agrees to:

- 1) Evaluate the student's preparation for the internship.
- 2) Assist in developing the student's learning objectives.
- 3) Contact the student and the internship supervisor about the student's progress.
- 4) Consult with the internship supervisor if dismissal or lay-off is anticipated or if unsatisfactory situations develop.
- 5) Evaluate the students learning accomplishments.

General policies:

- 1) The student may be released from this contract due to extenuating circumstances.
- 2) The internship coordinator and/or supervisor reserve the right to withdraw the student from work under the following conditions:
 - a) The student is no longer enrolled in the internship program.
 - b) The student's work attendance and performance are unsatisfactory.
 - c) The student abuses policies or rules of the employer or the internship.
 - d) The employer abuses student's rights and/or responsibilities or fails to address learning objectives.
- 3) Employers are required to conform to applicable federal, state and local laws relating to employment.

Internship Supervisor's signature

Date

Intern's signature

Date

Internship Coordinator's signature

Date