



UNIVERSITY OF SOUTHERN MAINE

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Learning Agreement Template

Internship Learning Agreement Overview

This Agreement outlines the student’s internship experience. It includes:

Section A - Student Information

Section B - Host Site Information

Section C - Internship Position Information

Section D - Learning Outcomes

Section E - USM Academic Program Requirements (to be completed ONLY if the student is taking the internship for credit)

Each student will take responsibility for coordinating with the necessary parties to complete the Agreement, gather all signatures, and submit to the Internship Program Manager within the first week of the internship.

A. Student Information

Name of Student:

MaineStreet Student ID:

Telephone:

Email:

Student Intern: I understand my job description and the tasks assigned to me. I read, understand, and agree to adhere to the [USM Career Exploration Internship Program: Student Guidelines](#).

(If credit-bearing internship): I understand the academic requirements associated with this internship and will complete all required assignments (see section E).

Signature _____

Date _____

B. Host Site Information



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Name of Organization:

Name & Title of Internship Host Site Supervisor:

Telephone: _____ Email: _____

Signature _____ Date _____

C. Internship Position Information

Internship Title:

Internship Location:

Start date: _____ End date: _____

Total Hours (for credit bearing internships, recommended 45 hours per credit):

Number of Weeks: _____ Hours Per Week: _____

Typical Weekly Schedule:

Meeting time for weekly check-in with host site supervisor:

Other team meetings, events, or professional development opportunities the intern will be invited/required to attend:

Detailed project description:

D. Learning Outcomes

This section outlines what the student intends to learn through this internship. Learning Outcomes should be developed by the intern in collaboration with the Host Site Supervisor (and Faculty Advisor, if applicable), **with reference to the original position description and the [NACE Career Readiness Competencies](#)** reviewed with the interns during the orientation. You may wish to refer to the sample behaviors which display each career competency.



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Learning outcomes are what the student intern will understand (knowledge) and/or be able to do (skills) as a result of completing the internship.

Associated tasks are the specific activities through which the learning outcomes will be achieved and should connect with the responsibilities outlined in the original position description.

Products are the specific deliverables that will demonstrate that the learning outcomes have been achieved and should connect with the results of the student's research- or project-based work outlined in the original position description. Products will include the monthly journal entries and end of semester poster presentation.

Please list 3-4 Learning Outcomes:

Learning Outcome:
Associated Tasks:
Products:

Learning Outcome:
Associated Tasks:
Products:

Learning Outcome:
Associated Tasks:



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Products:

Learning Outcome:

Associated Tasks:

Products:

E. USM Academic Program Requirements (*If credit-bearing internship ONLY*)

Name of Faculty Advisor:

Faculty Advisor Title/Program/Department:

Telephone: _____ Email: _____

Office Hours:

Signature _____ Date _____

Academic Requirements (as each credit-bearing internship course has different academic requirements, please list them here):