

# Sample Internship Learning Agreement

## A. Information to be completed by Student Intern

Student Intern \_\_\_\_\_ ID# \_\_\_\_\_  
Last name First name  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel (\_\_\_\_) \_\_\_\_\_  
E-Mail \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_  
Faculty Internship Sponsor \_\_\_\_\_ Title of Internship Position \_\_\_\_\_  
Course Number \_\_\_\_\_ Number of Credits \_\_\_\_\_ Academic Year \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Number of weeks \_\_\_\_\_ Total Hours \_\_\_\_\_  
Term Fall Winter Spring Summer Other \_\_\_\_\_ Class Year \_\_\_\_\_

## B. Academic Component Description—to be completed by Student Intern and Faculty Sponsor

### Course Outcomes

1. Provide the opportunity to integrate and apply the knowledge, skills and attitudes developed at the University of Southern Maine.
2. Provide the opportunity to work within an on-going business enterprise, meeting the performance standards set for regular employees and management, as well as completing the learning experiences that are integrated into the daily work routines of the organization.
3. Refine planning, communication, and technical abilities in real world situations while establishing resume-worthy experience for future reference.
4. Demonstrate professionalism and accountability in meeting all commitments required of the intern and make consistent contributions to their employer.

### Learning Objectives (Attach Additional Sheets If Needed)

What do you (the student) intend to learn through your internship? List specific learning objectives in the following areas:

1. Academic knowledge and technical skills

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2. Career-related soft skills and experience:

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3. Integration of personal, academic, and skills, and other learning objectives:

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Methods of Reflection and Evaluation:

Term Paper   Weekly Log/Journal   Portfolio   Other \_\_\_\_\_

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**C. Internship Site Information—to be completed by Student Intern and Internship Site Supervisor**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor E-mail \_\_\_\_\_ Phone# \_\_\_\_\_

Internship Site Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

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**D. Agreements and Signatures**

- Student Intern: I understand and will adhere to the learning goals above, as well as complete all related assignments. I will conduct myself in a professional manner at the internship site.

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Student Intern Signature

Print Name

Date

- Internship Site Supervisor: I understand and will do my best to support the student's learning goals above.

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Internship Site Supervisor Signature

Print Name

Date

- Faculty Sponsor: I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning objectives as indicated above. I will administer all necessary assignments and will conduct an assessment/evaluation.

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Faculty Sponsor Signature

Print Name

Date

