Internship Learning Contract

**Purpose:** The internship learning contract is a form that assists both the student and the agency in understanding what is expected of each other. It is a critical document in the internship process to assure both parties are on the same page.

**Guidelines for Writing the Learning Contract:**

The contract is to be in outline format and must contain the following:

1. **Education Outcome:** Specifically list what you intend to learn from this internship. What do you want to know, learn, apply, and/or be able to do when your internship is complete? Is it your desire to learn as many "hands on" experiences as possible or to expand your book knowledge. Do you want to improve your skills you have acquired in writing, interviewing, advocating, public experience, confidence, training, etc? Do you want to have a career in this field or not sure yet? Be specific in your outcomes.

2. **Methods:** Once you have listed your outcomes, list what you will do to achieve these outcomes. Again, be specific. Will you observe until you are comfortable or be an active participant right away. Will you collect data, sit in on interviews, and/or practice your writing skills. Will you ask your supervisor to periodically give you feedback on your performance so you can improve in your internship (highly recommended by the way)?

3. **Evaluation:** List how you intend to evaluate the quality of what you have learned. This may include using your journal to judge how far you have come, compare initial and final writing styles, pre-post self-evaluations, review a list of what you have accomplished? Can you demonstrate new skills? Can you speak in front of your agency peers? Can/will your agency supervisors give you feedback in writing as to your evaluation at the beginning of the internship and again at the end? Again be specific.

**Time Requirements:**

This learning contract is to be completed on or before the third week into the internship and submitted to your instructor by email.

Be sure your supervisor has reviewed and approved the learning contract. Both the student and supervisor should sign the contract and return it to the Soc/Corrections office or fax to the faculty supervisor at 507-389-5615 with a cover letter to Dr. Sherrise Truesdale - Moore attention.