INTERNSHIP LEARNING CONTRACT

STUDENT NAME: ________________________________________________________

DEPARTMENT: __________________________________________________________

FACULTY SPONSOR: ______________________________________________________

INTERNSHIP SITE: _______________________________________________________  

# CREDITS/SEMESTER REGISTRATION________________________________________

COURSE/TITLE/NUMBER_____________________________________________________

In an attached document, please provide the information below and submit to your faculty supervisor and internship site supervisor.

LEARNING OUTCOMES:

A: INTERNSHIP RESPONSIBILITIES: Completed by Intern & Intern Site Supervisor.

B: DESCRIPTION OF TRAINING AND SUPERVISION: Completed by Intern Site Supervisor.

C: LEARNING OBJECTIVES/OUTCOMES: Completed by Intern. Briefly describe what you hope to learn academically & professionally from this internship.

ACADEMIC REQUIREMENTS:

With assistance from your Faculty Supervisor, specify academic outcomes and deliverables required to receive academic credit. For example: research paper, journal, field notes, reflections, videos, presentations, etc. Be sure to include due dates.

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<th>Academic Requirements</th>
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SUPERVISOR EVALUATION:

Submit necessary evaluation form(s) to your Faculty Sponsor by the date agreed upon in this contract: ____________________________

INTERNSHIP BEST PRACTICES

Your internship provides an opportunity for you to learn from and contribute to work being done at your internship site. Internship experiences may vary in terms of the focus, workload and requirements, but attending to a set of best practices should be consistent.

Please read these best practices and indicate your understanding of them by signing at the bottom of this Learning Contract.

1. Maintain professional behavior at all times. This means arriving and leaving at agreed upon times, wearing professionally appropriate clothing and footwear and utilizing time at your internship site well. You are representing yourself as well as UVM.

2. Communicate respectfully and effectively with everyone at your internship site including your supervisor and co-workers. If communication challenges arise, connect with your supervisor, or with the Internship Coordinator in the Career Center.

3. Take the work of your internship seriously. Through your internship you will gain valuable experience and skills while working with professionals in your field. These professionals can also be resources for you in many ways including possibly serving as references and providing broad assistance with your job search.

4. Don’t be afraid to ask questions of your internship site supervisor if expectations are unclear.

5. If any challenges or concerns arise in your internship, contact the Internship Coordinator in the Career Center.

6. Learn and contribute as much as you can during your internship experience.
ADDITIONAL INFORMATION:

☐ I understand that I must communicate with my Academic Advisor to determine if and how internship credits can fulfill a requirement for my degree.

☐ I agree to abide by the Code of Student Rights & Responsibilities www.uvm.edu/policies/student/studentcode.pdf and Internship Best Practices identified above.

_________________________________________  __________
Intern Signature                              Date

Other Required Signatures:

Internship Site Supervisor: ________________________________

Faculty Supervisor: ________________________________

Return your completed Learning Contract to your Faculty Supervisor.