

# Internship Learning Contract

*This document is to be completed collaboratively by the intern, the site supervisor and the faculty sponsor.*

STUDENT/INTERN: \_\_\_\_\_ DATES OF INTERNSHIP \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_ SITE SUPERVISOR \_\_\_\_\_

FACULTY SPONSOR: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ COURSE/TITLE/NUMBER \_\_\_\_\_ # CREDITS \_\_\_\_\_

Use the following outline to create your contract on a separate sheet:

**1. Learning Goals: *What*** the intern will learn

What skills will the intern practice during the internship? (2 or more of each type)

a. Technical Job Skills (Be specific):

Ex: equipment operation techniques, field work protocols, triaging clients, analyzing data...

b. Personal/Professional Job Skills:

Ex: Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork...

**2. Learning Opportunities: *How*** the intern will learn

What specific projects or activities will the intern participate in during the internship?

a. Opportunities that teach above technical job skills

Ex: operating and maintaining equipment, performing field work, engaging in activities with clients, report writing..

b. Opportunities that teach above personal/professional job skills

Ex: supervisor/staff feedback, brainstorming sessions, attend conferences, presentations, informational interviews...

**3. Learning Outcomes/Deliverables:** How learning will be *demonstrated*

What opportunities will the intern have to show and recognize their learning?

a. Products to be produced:

Ex: presentations, reports, diagrams, maps...

Due date(s): \_\_\_\_\_

b. Reflections/Evaluations

Ex: self-evaluations, employer evaluations, feedback for employer...

Due date(s): \_\_\_\_\_

**4. Academic Learning Requirements:** How the intern earns *credit*

[See UVM Policy on Academic Internships](#)

Note: Your Academic Advisor can help you determine if and how internship credits can fulfill a requirement for your degree.

a. Additional work the student needs to do to for the course Due date(s): \_\_\_\_\_

Ex: mid semester evaluation of site or student, presentation of learning to class, blog post...

# Internship Learning Contract

I agree to support and carry out the attached Internship Learning Contract:

Intern/Student \_\_\_\_\_ Date \_\_\_\_\_

Internship Site Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

*Upon completion, the student must provide a copy of this contract to both the site supervisor and the faculty sponsor.*

## INTERNSHIP BEST PRACTICES

Your internship provides an opportunity for you to both learn from and contribute to 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.

1. **Maintain professional behavior.** 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** with everyone at your internship site including your supervisor and co-workers.
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. Taking time to ask questions shows you care about doing a good job.
5. If any **challenges or concerns** arise in your internship, contact your supervisor or your faculty sponsor right away. If you'd like some extra support, you can contact the Internship Coordinator in the Career Center.

I agree to abide by the Internship Best Practices and the [UVM Code of Student Rights and Responsibilities](#)

Intern/Student \_\_\_\_\_ Date \_\_\_\_\_