

Internship Learning Agreement

Name _____ Major _____

Hiram Address _____

Hours Working Per Week _____ Start Date/End Date: _____

Faculty Advisor/ Internship Sponsor _____

Internship Title _____ Total Hours Anticipated _____

Organization Name _____

Organization Address _____

Site Supervisor _____

Supervisor Email _____

Supervisor Phone Number _____

Salary _____ Number of Credits for Internship _____

Internship Credits Earned to Date (students may earn up to 8 total credit hours for internships) _____

Please check the appropriate boxes:

- Hiram Connect Requirement
- Internship for Credit: Academic Department _____ Course Number _____

Proposed Learning Goals – What do you hope to learn from taking on this Internship?

Be as specific as possible. Write your learning goals using phrases such as “I will learn..., I will gain an understanding of..., I will increase my ability to”. These statements should be descriptions of you will learn; not a list of your internship activities. They may include such diverse learning outcomes as increased knowledge about the type of employer, enhanced professional skills, additional professional behaviors and knowledge, greater understanding of the issues facing professionals in the field or in the industry, additional ability to apply theory to practice in your field, increased knowledge of entry-level professional opportunities in the field, etc.

Plan’s for Meeting Internship Goals – How will this specific internship experience help you meet your desired goals?

Using the active voice, describe the activities involved in your internship experience as related to your aforementioned learning goals. For instance, “I will observe..., I will research..., I will teach...”. Include projects that will help you reach your aforementioned learning goals.

Assessment of Learning Goals – How will you assess your learning in each of these areas?

Your learning can be documented in a number of forms including reflective papers about your observations and your growth, journal entries, conferences with your supervisor and/or faculty adviser, research data you collect, presentations on your experience to your classmates, faculty or work colleagues, portfolio of materials you worked on or developed including press releases, research reports, summaries of meetings, websites, PowerPoints or other electronic documents.

I agree to be enrolled in the CNXT course at 0 credits and complete the work necessary to earn a P/NC grade. I will have an ‘Incomplete’ on my transcript if I do not submit all required assignments within the semester I am registered; and will have until the end of the semester following my internship to finish all Connect work.

Signature of Intern: _____

Date - _____

I agree that these learning goals, internship activities, and assessments are appropriate for this internship experience.

Signature of On-Site Supervisor: _____

Date - _____

Signature of Faculty Adviser: _____

Date - _____

(Required for internships that are earning academic credit and internships being used to complete the Hiram Connect requirement).

Submit Learning Agreement and a copy of the internship description to Bethani Burkhart in Hinsdale 105 or via email to burkhartbm@hiram.edu.