

Department of English and Modern Languages
English 492: Internship
Learning Contract

Name of student intern _____ Student L# _____

Name of agency _____

Address of internship site _____

Name of site supervisor _____

Title _____ Telephone/E-mail _____

Name of academic director _____

Semester and year _____ Number of academic credits (1-6)* _____

*Each hour of academic credit is equivalent to 45-50 hours of internship experience.

Academic Director (Faculty Member): I have discussed this internship with the student and we have planned the appropriate academic work, as indicated on the **Learning Plan**. I agree to be available to meet with the student to discuss the internship experience, to conduct an evaluation, and to contact the **site supervisor** as necessary.

Signature _____ Date _____ Telephone _____

Site Supervisor: I have discussed this internship with the student and we have planned the appropriate internship site work, as indicated on the **Learning Plan**. I agree to provide the intern with an orientation to relevant organizational arrangements, procedures, and functions, to meet with the intern regularly, and to be available for counsel and advice for the duration of the internship. I agree to assist in evaluating the student and the internship at the end of the semester.

Signature _____ Date _____

Student Intern: I concur with the learning and work agenda as detailed in the **Learning Plan**. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and to adhere to the relevant organizational arrangements, procedures, and functions and to the appropriate standards of ethical conduct.

Signature _____ Date _____

Address during internship _____

Telephone: home _____ work _____

Return a copy to the department office. The internship was added to the schedule _____.

Department of English and Modern Languages

English 492: Internship Learning Plan

Student's name:

Placement:

Semester:

Learning Goals	Strategies/ Resources/ Tasks	Evaluation
skills, competencies I hope to learn or improve; vocational/professional insights I seek: ➤	what I will do to achieve the corresponding learning goals: activities, projects, papers, etc. ➤	evaluation process and criteria, incl components of final grade Components of Final Grade Evaluation Process and Criteria