

FIN470 ~ FIN474 INTERNSHIP IN FINANCE
STUDENT LEARNING CONTRACT
ELIZABETHTOWN COLLEGE
Elizabethtown, PA 17022
(717) 361-1270

This learning contract seeks to:

1. Clarify internship positions/job titles, responsibilities, and duties on which both you and your employer have a mutual agreement and understanding;
2. Guide you to accomplish the personal goals that you set to accomplish during the internship;
3. Serves as an agreement between Elizabethtown College, your internship supervisor, your faculty supervisor, and yourself on the responsibilities and expectations set forth in the internship contract so that you have a smooth and fulfilled internship experiences.

Section I: Basic Information on the Internship

Student Name: Student ID#:

Major: Minor: GPA:

Residential Address While on Assignment:

Cell Phone: Home Phone:

Email:

Emergency Contact:

Name: Relationship: Phone:

Faculty Internship Supervisor: Dr. Hongsong Neuhauser Department: Business

Internship Course Number: Internship Course Credit:

Employer: Supervisor:

Employer Contact Phone:

Address of Employment:

Job Title: Paid Unpaid

Job Responsibilities/Descriptions:

Please include in detail, your role, duties, and responsibilities.

Dates of Employment: From: Click or tap to enter a date.To: Click or tap to enter a date.

Total Expected Number of Hours:

Section II: Learning Objectives and Strategies:

1. Career/Occupational

a) Intended Goals

b) Strategies

2. Technical Skills/Knowledge

a) Intended Goals

b) Strategies

3. Personal Development Objectives

a) Intended Goals

b) Strategies

4. Organizational Activity Objectives

a) Intended Goals

b) Strategies

Section III: Evaluations - Include your own method and that of your supervisors and faculty sponsor.

The signature of the student to this document shall serve to bind the student to the terms of this contract and make the student responsible for the completion and satisfaction of said responsibilities in order to earn a grade and academic credit for the assignment.

Student Signature: _____

Date: _____

Employer Signature: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____