

ELIZABETHTOWN COLLEGE

Internship in Business

The Learning Contract

Why do I need one?

1. To clarify internship position, responsibilities, and duties so that both you and your supervisor at work have an agreement and understanding of the position.
2. As a guide for your personal goals so that you can identify what you intend to accomplish during the internship.
3. An agreement between E-town College, your supervisor, your faculty sponsor and yourself, to know about everyone's responsibilities and expectations, and to prevent unforeseen problems during the work experience.

To complete the Learning Contract:

1. Fill in the Blanks: Please fill out completely and accurately; this information is necessary.
2. Job Description: **Attach a separate sheet**: This should include, in detail, your role, duties, and responsibilities. Your supervisor at the site should provide this information to you.
3. Description of Goals and Objectives: to explain what you want to learn. Use concrete, measurable terms.

Areas: **Career / Occupational**

- job exploration, knowledge of field
- qualities needed for specific career fields
- types of graduate degrees
- career paths, job markets, professional/community organizations

Technical Skills/Knowledge

- terminology, techniques, policies, procedures--specific to job
- application of skills--i.e. art skills, marketing principles, behavioral analysis, computer programming, foreign language skills

Personal Development Objectives

- listening skills, public speaking, conversation techniques
- self-confidence, dealing with conflict, team-work

Organizational Activity Objectives

- management/supervisory styles, exercise of authority
- interdepartmental communications
- employee motivation, ethics, formal and informal office procedures

4. Learning Activities: To describe how you will reach each learning objective. A list of activities could include, for example, projects, research, conversations, readings, staff meetings, on-the-job-training, observation of experiments, etc.

5. Evaluation: A description of how you and others (work supervisor, faculty sponsor) will know that you have achieved your learning objectives or made progress toward them.

6. Signatures: Make sure to sign your completed Learning Contract and ask your supervisor to review and sign the contract. You need to keep a copy and give another copy to your supervisor. You are also responsible to provide copies of your signed Learning Contract to the department internship coordinator and to the Registration and Records Office.