LEARNING CONTRACT ASSIGNMENT DESCRIPTION

ASSIGNMENT PURPOSE EXPLANATION
Your learning contract is a detailed outline of the professional goals you want to accomplish in your internship. It will enable you to tailor your internship more towards what you want to learn, develop, and experience. It also provides your supervisor with a better idea of what you hope to gain from the internship and it enables him/her to assist you in accomplishing those goals. Lastly, your LC serves as the outline for your portfolio website.

LEARNING CONTRACT FORMAT
Your LC will be in outline format and will contain the following 4 sections:
1. General Information
   - Your Name
   - Internship Hours (per week)
   - Internship Placement
   - Internship Job Title (be descriptive, e.g. “Advising Assistant,” “Promotions Intern”)

2. Professional Objectives
   - Your objectives are concrete and specific professional goals you want to accomplish in your internship; they may or may not match elements of your job description.
   - The number of professional objectives you create depend upon your internship hours:
     - 3 field experience credits = minimum 2 objectives
     - 6 field experience credits = minimum 3 objectives
     - 9 field experience credits = minimum 4 objectives
     - 12 field experience credits = minimum 5 objectives

   Objective Examples:
   - To develop marketing and promotional materials for...
   - To develop a lesson plan on...
   - To learn how to recognize, record, and redirect physical and verbal self-stimulatory behaviors in autistic children

   The following are NOT LC Objectives:
   - To learn if this is the right career for me (objectives need to be professional, not personal)
   - To take notes at staff meetings (this is an activity, not an objective)
   - To understand behavioral disorders (this is so broad you couldn’t possibly accomplish it, this is a better objective: “To learn to identify and re-direct self-harm behaviors”)

   Activities & Resources: For each objective, you will list resources you will use (co-workers, texts, past materials) and activities you will do (research, observe, etc) to help you accomplish your objective.

   Evidence: After each set of resources, state what you will use as evidence in your portfolio to prove that you accomplished the objective. Evidence can only be work that you created.
   - If your objective is: To develop a financial report for a client
     Your evidence can be: Include in my portfolio a financial report I developed with confidential information changed/omitted
   - If your objective is: To learn techniques for working with adults with behavioral disorders
     Your evidence can be: Include in my portfolio a pamphlet I created detailing techniques for working with adults with behavioral disorders, along with confidential case studies of successful techniques I used working with my clients.

3. Internship Details
   - Internship Duties (your job description)
   - Internship Evaluation Methods (how your supervisor will evaluate your performance)
   - Internship work days/hours
**Objective:** To learn the stages involved in publishing a magazine – from development of a theme to final production and distribution

**Activities/Resources:**
1. Interview the publisher and managing editor
2. Read back issues of the magazines
3. Perform research for, and participate in, brainstorming sessions
4. Attend staff editorial meetings

**Evidence:**
1. Include a narrative in my portfolio explaining key concepts I have learned
2. Include work samples (edited copy, story ideas, and/or articles) that demonstrate that I understand how the magazine is developed and that I can effectively contribute

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**Objective:** To observe and better understand schizophrenia and the clinical treatment for this mental illness

**Activities/Resources:**
1. Observe and interview staff and doctors who are part of a schizophrenic patient’s care team
2. Observe, firsthand and through charts, patients diagnosed with schizophrenic tendencies
3. Find/read three current articles on schizophrenia in academic journals

**Evidence:**
1. Include an anonymous case study of a client in my portfolio
2. Summary of research, with annotated bibliography of resources

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**Objective:** To develop skill in the administration, scoring, interpretation of neuropsychological tests

**Activities/Resources:**
1. Read manuals of test given to patients
2. Observe the administration of tests in neurology rehabilitation
3. Administer neuropsychological tests under supervision and, ultimately, on my own
4. Score and interpret tests

**Evidence:**
1. Include samples of tests, and scores given and collected
2. Include a written analysis of an anonymous patient and

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**Objective:** To learn how to write effective press releases

**Activities/Resources:**
1. Read past press releases
2. Discuss the writing process with co-workers
3. Ask my supervisor to evaluate my drafts

**Evidence:**
1. Include in my portfolio a copies of effective press releases I created

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**Objective:** To learn and understand the terminology, symptoms, and diagnostic criteria associated with different developmental disorders

**Activities/Resources:**
1. Read various books and manuals on developmental disorders
2. Create a terminology reference sheet for myself
3. Discuss common developmental disorders with my supervisor

**Evidence:**
1. Include in my portfolio a reference guide that I created on pervasive developmental disorders including terminology, definitions, and diagnostic criteria (with work cited)