Learning Contract Worksheet
ASSIGNMENT DESCRIPTION

The purpose of your Learning Contract is to give you the important opportunity to reflect on what you want to learn and gain in your internship and develop a plan for achieving those goals. You will share your completed Learning Contract with your supervisor to ensure open communication about what you hope to gain from the internship and what learning opportunities they can provide.

<table>
<thead>
<tr>
<th>Learning Goal</th>
<th>Learning Resources &amp; Strategies</th>
<th>Personal Evidence of Accomplishment</th>
<th>Tangible Evidence of Accomplishment</th>
<th>Target Completion Date</th>
</tr>
</thead>
</table>
| **Think about what you want to gain from your internship.** Do you want to develop or hone a skill? Improve an area of your professional development? Increase your knowledge in a particular area? The number of credits you’re earning in ITR302 determines the number of goals you create:  
- 3-6 cr = 3 objectives  
- 7-9 cr = 4 objectives  
- 10-12 cr = 5 objectives | This section will describe the tools and tasks you’ll use to accomplish your goal. Consider all your resources (*printed & online materials, people, trainings, etc*), strategies (*observation, discussions, involvement, etc*), and tasks (*research, testing yourself*), | This section will explain how you will know when you accomplished your goal. This can be internal to you. | This section will detail how you can prove to others that you accomplished your goal. This must be something that can be seen, touched or experienced by others. | List a date that you think you can realistically accomplish this goal (must be within the internship semester). It is your responsibility to honor this deadline you set for yourself. |
Learning Contract Worksheet
GRADE RUBRIC

3 = Outstanding or Great; No revisions or Minor revisions or Suggestions
☐ Learning Goals are thoughtful & attainable
☐ Resources & Strategies are concrete or specific tools or tasks that will achieve the goal
☐ Personal Evidence is clear and specific
☐ Tangible Evidence is clear, specific, and can be seen, touched, or experienced by others
☐ Target Date is realistic, shows initiative when applicable, and falls within the semester

2 = Good or Good attempt; Needs some revision
☐ Meets many requirements above
☐ Minor revisions needed

1 = Weak or Weak attempt; Needs significant revision
☐ Meets few requirements above
☐ Many revisions needed

0 = No Submission

See next page for Sample Worksheet
**Learning Contract Worksheet**
**SAMPLE**

<table>
<thead>
<tr>
<th>Intern Name: Kiara Johnson</th>
<th>Internship: Placement Name &amp; Department (if applicable)</th>
<th>Internship Credits: 5</th>
</tr>
</thead>
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<td><strong>SAMPLE 1</strong></td>
<td>Write effective press releases</td>
<td>- I will be able to write press releases without having to refer to samples or my notes - My supervisor will no longer need to make edits on my PRs</td>
<td>- A sampling of 3 of my most effective Press Releases (published &amp; unpublished)</td>
<td>February 26</td>
</tr>
<tr>
<td></td>
<td>- Read articles on writing effective press releases - Review my supervisor’s press releases (PRs) - Take notes on what makes an effective PR - Write test PRs - Gain supervisor feedback on my PRs</td>
<td><strong>SAMPLE 2</strong></td>
<td>Develop skill in the administration, scoring, and interpretation of neuropsychological tests</td>
<td>- Read test manuals - Observe test administration; take notes - Administer sample tests on colleagues &amp; gain feedback - Practice scoring and interpreting tests &amp; gain feedback on my work</td>
</tr>
<tr>
<td></td>
<td><strong>SAMPLE 3</strong></td>
<td>Learn to how to professionally use various social media tools to promote the XYZ Program.</td>
<td>- Attend free social media webinars - Meet with Social Media Director to discuss tools she uses, tools to explore, gain her advice/tips - Review the social media accounts of agencies that use it successfully - Develop a social media plan; ask the Social Media Director to approve it</td>
<td>- I will feel expert in at least 2 social media tools - The Social Media Director approves my plan - I am trusted to manage at least one social media account for the agency - Google analytics shows my social media content has high views and shares</td>
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