

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.

Learning Goal <i>What do you want to learn or accomplish?</i>	Learning Resources & Strategies <i>What tasks will you do to achieve your goal?</i>	Personal Evidence of Accomplishment <i>How will you KNOW you achieved your goal</i>	Tangible Evidence of Accomplishment <i>How will you PROVE you achieved your goal?</i>	Target Completion Date <i>By what date can you accomplish this goal?</i>
<p>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:</p> <ul style="list-style-type: none"> • 3-6 cr = 3 objectives • 7-9 cr = 4 objectives • 10-12 cr = 5 objectives 	<p>This section will describe the tools and tasks you'll use to accomplish your goal. Consider all your resources (<i>printed & online materials, people, trainings, etc</i>), strategies (<i>observation, discussions, involvement, etc</i>), and tasks (<i>research, testing yourself</i>)</p>	<p>This section will explain how you will know when you accomplished your goal. This can be internal to you.</p>	<p>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.</p>	<p>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.</p>

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

Intern Name: [Kiara Johnson](#) **Internship:** [Placement Name & Department \(if applicable\)](#) **Internship Credits:** [5](#)

Learning Goal <i>What do you want to learn or accomplish?</i>	Learning Resources & Strategies <i>What tasks will you do to achieve your goal?</i>	Personal Evidence of Accomplishment <i>How will you KNOW you achieved your goal</i>	Tangible Evidence of Accomplishment <i>How will you PROVE you achieved your goal?</i>	Target Completion Date <i>By what date can you accomplish this goal?</i>
SAMPLE 1 Write effective press releases	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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 	- A sampling of 3 of my most effective Press Releases (published & unpublished)	February 26
SAMPLE 2 Develop skill in the administration, scoring, and interpretation of neuropsychological tests	<ul style="list-style-type: none"> - Read test manuals - Observe test administration; take notes - Administer sample tests on colleagues & gain feedback - Practice scoring and interpreting tests & gain feedback on my work 	<ul style="list-style-type: none"> - I will be able to administer tests on real patients (on my own or with supervision) - I will be able to score and interpret tests correctly 	- My scored and interpreted tests	May 5
SAMPLE 3 Learn to how to professionally use various social media tools to promote the XYZ Program.	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - My approved social media plan - The content I posted in the social media account/s I managed - Google analytics data 	April 18