

LEARNING CONTRACT

We appreciate your interest in providing an internship for our students. Please thoroughly complete both sides of this form.

INTERNSHIP PLACEMENT	
Organization Name: _____	Date: _____
Address: _____	City: _____ State: _____
Zip: _____	Phone: (____) _____ Fax: (____) _____
Web Site: _____	Email: _____
Contact Name for Internship: _____	Title: _____
Phone: (____) _____	Ext.: _____ Email: _____
Brief Description of Organization: _____	
SUPERVISION	
Direct Intern Supervisor: _____	Supervisor's Title: _____
Time Employed with Organization: _____	Amount of time in current position: _____
Previous Education/Training: _____	
Phone: (____) _____	ext. _____ Email Address: _____
INTERNSHIP DETAILS	
Name of Student Intern: _____	Internship Title/Position _____
Describe intern's workspace: _____	
Will a stipend/ hourly wage be paid by the organization to the intern? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please specify any other forms of compensation that will be made by the organization to the intern (i.e. rent, car allowance, travel reimbursements, etc.) _____	
Please state the student's primary duties/projects/responsibilities for this internship (attach job description if available): _____ _____ _____	
Requirements (academic background, special skills, etc.): - _____	
Type of Orientation/Training available: _____	
Total Credits Expected: TMD 461 (1-6 credits) _____	Total hours to be worked: _____
TMD 462 (1-6 credits) _____	(example: 1 credit = 45 hours)

LEARNING OBJECTIVES

Creating learning objectives will enable the student intern to tailor the internship more towards what he/she wants to learn, develop, understand, and experience. Creating learning objectives in collaboration with the site supervisor will ensure that this is a mutually beneficial relationship.

1) Learning Objective and Method of Attainment:

2) Learning Objective and Method of Attainment:

3) Learning Objective and Method of Attainment:

MEANS OF EVALUATION

Any feedback that student interns receive regarding academic and professional performance is an opportunity to promote student growth. Aside from the formal midterm and final evaluations, please describe any methods by which student interns will receive performance feedback. (e.g. weekly reports, final paper, portfolio, regular meetings)

Please sign below to verify that you have read and agree to the program requirements. Return to the student to submit to our office or fax to (401)874-4029.

Student Intern: _____
Print Name Signature Date

Site Supervisor: _____
Print Name Signature Date

Faculty Supervisor: _____
Print Name Signature Date

Department Chair: _____
Print Name Signature Date