

Internship Learning Contract

This contract encourages **mutual agreement of expectations and learning objectives** between intern and supervisor. Intern and supervisor should complete this contract at the beginning of the internship, and revisit it regularly throughout the internship.

Host Organization: _____

Internship Title: _____

Start/end dates: _____

Intern Name: _____

Supervisor Name: _____

Internship Description

Identify primary responsibilities and projects, including deliverables and deadlines, if appropriate. Confirm work schedule and how work time should be tracked.

Supervision and Evaluation

How will the intern be supervised? Include a summary of training, support, feedback and evaluation.

Learning Objectives & Goals

What does the intern hope to learn or develop from this experience? How will the internship experience expand upon and/or inform the student's academic work? How can the organization help achieve these objectives?

Intern signature: _____ Date: _____

Supervisor signature: _____ Date: _____