

Internship Learning Agreement Overview

Your learning agreement provides an important opportunity to create a meaningful plan for your internship. It will allow you and your site supervisor to create clear expectations so that ultimately you can maximize what you learn during your experience. Your learning agreement should be completed in partnership with your internship site supervisor so that you are both invested in the internship experience and the outcomes related to your internship.

The **Internship Position Information** describes your on-the-job tasks, responsibilities, and projects in the form of a job description. This helps you understand the expectations of your supervisor and the learning opportunities available. We also ask your supervisor to rate the relevance of the CLA Core Career Competencies to help you understand the importance and value of the competencies in the internship setting.

The **Internship Learning Goals** are intended to help you identify how you will use your internship experience to make connections to the concepts, theories, and practices of your major and your liberal arts education. There are 4 main elements to writing an effective learning goal:

1. **Your Learning Goals:** Articulate your purpose for doing the internship at your organization through specific learning goals. Each learning goal should address a minimum of one of the **Core Career Competencies**, which are transferable and desirable to many professions. You may also create learning goals based on the areas in which you want to focus your development during the internship:
 - Knowledge Development - understanding factual information associated with the profession, and application of discipline - specific theories or concepts
 - Professional/Personal Development - exploring a career interest or learning the values, attitudes, and rules of a desired profession to succeed in the field
 - Skill Development - demonstrating the specific skills associated with the profession or industry
2. **Action Steps:** What activities will you perform to reach your learning goals? Consider the following
 - Who will you consult with or shadow?
 - What resources (written, verbal, etc.) will you utilize?
 - What activities will you observe or take part in?
 - What steps can you take beyond your job description (reading related books or articles, interviewing professionals in the field, attending a board meeting)?
3. **Measurement of Learning Goals:** How will you objectively and tangibly measure your success? Ideas include:
 - Journals with observations, activities, reflections, or analysis connected to learning goals
 - Completion of **RATE** to demonstrate development of Core Career Competencies
 - Portfolio with examples of your projects or work
 - Mid-point or final evaluations, feedback from supervisor
 - Final presentation or reflective/analytical paper
4. **Rationale:** Explain why this learning goal is important to you.

To effectively use the *Internship Learning Agreement* form, follow these steps:

1. Prepare a rough draft to show your site supervisor.
2. Meet with your site supervisor to review each goal, the action steps, and how you'll measure your progress. Remember that you are creating something that you'll be using throughout your internship experience to evaluate your progress.
3. After meeting with your supervisor, update the form with any changes and add any additional detail to your goals, action steps, or methods.
4. Print out a copy of the completed form, sign it, and have your supervisor sign it. Keep a copy for yourself, and give a copy to your supervisor (and instructor, if you're earning academic credit).

Internship Learning Agreement

Internship Position Information:

To be completed by the student intern with approval from the site supervisor.

STUDENT INFORMATION:

Student Name: _____ Major: _____

Student Email: _____ Phone: _____

SITE & SUPERVISOR INFORMATION:

Name of Site: _____

Internship Site Address: _____

Supervisor's Name & Title: _____

Supervisor's Email: _____ Supervisor's Phone: _____

INTERNSHIP POSITION INFORMATION:

Internship Position Title: _____

Start Date: _____ End Date: _____

Average number of hours anticipated at the internship site, per week: _____

(Total hours needed depends on the number of credits a student is registered for and course requirements.)

Is the internship paid (stipend or hourly) or unpaid? _____

DESCRIPTION OF INTERN'S DUTIES AND RESPONSIBILITIES:

(On a day-to-day basis, what is expected of the intern? What projects will be included in the intern's assignments, etc? Attach an additional page if necessary or a copy of the position description.)

RELEVANCE OF CLA CORE CAREER COMPETENCIES TO THE POSITION:

Select the top 3 Core Career Competencies relevant to this internship position overall:

☐ Analytical & Critical Thinking

☐ Applied Problem Solving

☐ Ethical Reasoning & Decision Making

☐ Innovation & Creativity

☐ Oral & Written Communication

☐ Engaging Diversity

☐ Teamwork & Leadership

☐ Active Citizenship & Community Engagement

☐ Digital Literacy

☐ Career Management

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Internship Learning Goals:

Describe four primary learning goals for this internship experience by completing all the prompts below for each goal. Please refer to the **Internship Learning Agreement Overview** for additional instructions on how to complete this portion.

Learning Goal #1:	Related Core Career Competencies (select all that apply)
Action Steps - What, when, where, and how will you accomplish your goal?	<input type="checkbox"/> Analytical & Critical Thinking <input type="checkbox"/> Applied Problem Solving <input type="checkbox"/> Ethical Reasoning & Decision Making <input type="checkbox"/> Innovation & Creativity
Measurement of Goal - How will you objectively measure your success?	<input type="checkbox"/> Oral & Written Communication <input type="checkbox"/> Teamwork & Leadership <input type="checkbox"/> Engaging Diversity
Rationale - Explain why this goal is important to you.	<input type="checkbox"/> Active Citizenship & Community Engagement <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Career Management

Learning Goal #2:	Related Core Career Competencies (select all that apply)
Action Steps - What, when, where, and how will you accomplish your goal?	<input type="checkbox"/> Analytical & Critical Thinking <input type="checkbox"/> Applied Problem Solving <input type="checkbox"/> Ethical Reasoning & Decision Making <input type="checkbox"/> Innovation & Creativity
Measurement of Goal - How will you objectively measure your success?	<input type="checkbox"/> Oral & Written Communication <input type="checkbox"/> Teamwork & Leadership <input type="checkbox"/> Engaging Diversity
Rationale - Explain why this goal is important to you.	<input type="checkbox"/> Active Citizenship & Community Engagement <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Career Management

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Learning Goal #3:	Related Core Career Competencies <i>(select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Analytical & Critical Thinking <input type="checkbox"/> Applied Problem Solving <input type="checkbox"/> Ethical Reasoning & Decision Making <input type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Oral & Written Communication <input type="checkbox"/> Teamwork & Leadership <input type="checkbox"/> Engaging Diversity <input type="checkbox"/> Active Citizenship & Community Engagement <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Career Management
Action Steps - What, when, where, and how will you accomplish your goal?	
Measurement of Goal - How will you objectively measure your success?	
Rationale - Explain why this goal is important to you.	

Learning Goal #4:	Related Core Career Competencies <i>(select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Analytical & Critical Thinking <input type="checkbox"/> Applied Problem Solving <input type="checkbox"/> Ethical Reasoning & Decision Making <input type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Oral & Written Communication <input type="checkbox"/> Teamwork & Leadership <input type="checkbox"/> Engaging Diversity <input type="checkbox"/> Active Citizenship & Community Engagement <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Career Management
Action Steps - What, when, where, and how will you accomplish your goal?	
Measurement of Goal - How will you objectively measure your success?	
Rationale - Explain why this goal is important to you.	

Stage of Approval:

☐ Initial draft - needs review by supervisor

☐ Final copy - supervisor has approved the above learning goals

Student Signature: 

Date: _____

Site Supervisor Signature: 

Date: 06/20/25