

# Otterbein University Internship Learning Contract

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty coordinator and work supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principle parties involved.

## Part I: Contact Information

### Student

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Class Year: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Address while on Internship (if different): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Work Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Faculty Coordinator

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

### Academic Credit Information

Internship Title \_\_\_\_\_ Department: \_\_\_\_\_

Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

Grading Option: Letter Grade \_\_\_\_\_ Credit/Noncredit \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Internship is: \_\_\_ Paid \_\_\_ Unpaid

Signature of Department Chairperson \_\_\_\_\_

## Part II : Learning Objectives/Learning Activities

Learning Objectives: What do you intend to learn, acquire and clarify through this internship?  
Try to use concrete, measurable terms in listing your learning objectives under each of the following categories

- Off the job List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your work supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty supervisor to document what you have learned (e.g. journal, analytic paper, project, case paper, oral presentation,

Supervision: Describe in as much detail as possible the supervision to be provided at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

#### Part IV : Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon wMC /P <</Moj EMC /P <</MCID 12 >>BDCh0 (ou )-no(m)-2 (e)4 ( c)4 (on)-10 (?)-aha30(a)4 raontn (n)-Or4 ( b)-10-2 n6[r4 ( b) [(a)4ned?aha30(a)4 ra21 >>BDC >>BDC T\* ( )Tj EMC /