

Step 6 – The Internship Learning Contract

Congratulations! You have been selected for an internship with a company in your desired field. There are several details that need to be completed prior to the start of your internship.

The first thing you need to do is send a thank you letter expressing your gratitude for the opportunity to join their company. Out of professional courtesy, send thank you notes to the companies you will not be pursuing; inform them of your decision to accept an internship with another company that more closely meets your needs and objectives. Remember to be professional, because you may need them again in the future.

Secondly, your Internship Learning Contract needs to be completed and signed by all parties contributing to your internship experience. This learning agreement among you, the company, your advisor, and the Career Development Center **will need to be completed before your internship can begin**. The Internship Learning Contract clearly defines your learning objectives and responsibilities, how you will be evaluated and by whom, and the academic and grading requirements for the internship experience. The Internship Learning Contract also defines the responsibilities of the internship site supervisor and the Career Development Center so that everyone understands the roles and responsibilities of all parties involved in the internship experience.

Steps to completing your contract

- Complete all of your contact information plus:
 - ✓ the administrative information
 - ✓ learning goals and objectives
 - ✓ signature, date and email address
 - ✓ sign and date all ethics and liability forms
- Have your site supervisor complete his/her contact information plus:
 - ✓ determine your work schedule to meet at least your minimum hourly requirements (120 hours per 3 credits)
 - ✓ provide a formal job description
 - ✓ signature, date and email address
- Have your advisor complete his/her contact information plus:
 - ✓ review the job description
 - ✓ review learning goals/objectives
 - ✓ signature, date and email address
- Return your contract by the contract due date to the Career Development Center for final approval and processing (**Due dates: Summer/Fall - April 21st; Spring - December 1st**)
- Upon approval, you will receive a packet with your copy of the contract and evaluations for you to give to your site supervisor and for you to complete

On the next page, you will find the Internship Learning Contract. Please return it by the due date.

Internship Learning Contract

Southern New Hampshire University



The following named individuals hereby enter into an internship contract, which binds the signatories to a learning experience designed to benefit both the student and internship site. *Please print legibly.*

1. _____
Student's name _____ *Major* _____ *Student ID Number* _____

Home address _____ *City* _____ *State* _____ *Zip code* _____ *Home phone #* _____

Campus address _____ *City* _____ *State* _____ *Zip code* _____ *Cell phone #* _____

2. _____
Employer's name _____ *Telephone number* _____ *Company web address* _____

Company name _____ *Address* _____ *City* _____ *State* _____ *Zip code* _____

Supervisor's name _____ *Title* _____

Supervisor's e-mail address _____ *EMPLOYER ID# (For Dept. of Labor)* _____ *# of current employees* _____

3. _____
Faculty Advisor _____ *Office phone #* _____ *E-mail address* _____

4. _____
Career Development Center Counselor _____ *Office phone #* _____ *E-mail address* _____

Administrative Information

(To be completed by student)

Course name and number _____

Semester/Year enrolled _____ **Internship Dates** _____ **to** _____

Hours to be worked _____ **Credits requested** _____

Parties of this contract agree to develop and abide by the following criteria for a satisfactory completion of an internship:

Learning Goals and Objectives

(To be completed by student)

The following set of goals and learning objectives developed by the student, and the site supervisor, and approved by the faculty advisor will be used as guidelines for determining whether the requirements of the internship have been met and as a guide in assigning a course grade. (Attach additional page to this contract if necessary.)

Outline of Intern Responsibilities
(To be completed by site supervisor)

Intern Job Title _____

The student will be responsible for the following duties and responsibilities: (Please attach a formal job description to this contract.) _____

A. The site supervisor will be responsible for utilizing the student to her/his fullest capacity, to assign her/him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.

B. The Career Development Center (CDC) will monitor the progress of the student throughout the internship and act as a resource as required. The CDC will establish the criteria for evaluating the internship, maintain communication with the site supervisor, debrief the intern, and submit course grade to the Registrar's Office.

Outline of Course Requirements

(To be completed by the Career Development Center)

A. As required for the successful completion of the internship, the student is required to submit the following material:

- See Course Syllabus for list of all assignments and due dates

B. The site supervisor is required to evaluate the performance of the student on a continuing basis throughout the internship, to meet with the student periodically to inform her/him of her/his progress and to complete the two-week, mid-term and final evaluation forms provided by the CDC. The site supervisor will detail the strengths exhibited by the student during the internship period as well as those areas where improvement is required.

C. The CDC is responsible for accumulating and evaluating the material provided by the student and the site.

Grading Criteria

(To be completed by the Career Development Center)

Grading for this internship will be pass-fail based on the following:

- Completion of the minimum required hours
- Earning an overall satisfactory evaluation by the supervisor
- Completion of ALL required syllabus assignments on time

Signatures

Student _____
Date _____ E-mail address _____

Site Supervisor _____
Date _____ E-mail address _____

Faculty/Advisor _____
Date _____ E-mail address _____

Career Development Center _____
Date _____ E-mail address _____

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