

Learning Agreement

*See below for important notes.

Intern's name:

Semester:

Address:

Telephone—home:

work/cell:

Internship site:

Address of internship site:

Site supervisor's name:

Title:

Telephone:

English Internship Coordinator: I have discussed this internship with the student intern and have negotiated with the student the appropriate academic work, as indicated on the "Learning Plan for English Internship." I agree to be available to the student for discussing the internship experience, to evaluate the internship at the end, and to do an on-site visitation where appropriate.

Name: _____

telephone: _____

Signature: _____

date: _____

Site Supervisor: I have discussed this internship with the student intern and have negotiated with the student the appropriate internship site work, as indicated on the "Learning Plan for English Internship." I agree to provide the intern with an orientation to relevant organizational arrangements, procedures, and standards, to meet with the intern regularly, and to be available for counsel and advice for the duration of the internship. I agree to participate in a site visit from the Internship Coordinator if necessary and to assist in evaluating the student and the internship at the end of the term.

Signature: _____
date: _____

Student Intern: I concur with the learning and work agenda as detailed in the "Learning Plan for English Internship." I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and to adhere to the relevant organizational arrangements, procedures, and standards as well as to the appropriate standards of ethical conduct.

Signature: _____
date: _____

*Notes on the Learning Agreement

1. The detailed "Learning Plan for English Internship," written by the student intern in consultation with the internship coordinator and the site supervisor, is part of this agreement, and a copy should be attached. The more detailed and definite this plan, the more valuable the internship is likely to be as a learning experience. But all parties should understand that the written plan is necessarily incomplete and flexible. As in any learning situation, it should be open to modification and improvement as learning occurs. Some goals, for instance, may turn out to be inappropriate and need to be revised or replaced by others. These kinds of adjustments can occur at any time. When the plan is modified, however, the intern is responsible to document and explain the reasons for any changes. Normally this can be done through regular consultation with the site supervisor and consultation or correspondence (e.g. a brief email) with the internship coordinator. A substantial change may require the consultation of all three parties. With most internships there will be a mid-course meeting between the intern and the internship coordinator either on campus or, if appropriate, at the internship site with the site supervisor as well. One of the major goals of this meeting is to evaluate the learning goals and the progress of the internship.

2. Assessment of the internship (the last section of the "Learning Plan for English Internship") should include a letter from the site supervisor at the end of the term. Some other generally appropriate assessment tools, in addition to anything that is specifically appropriate to a given internship, might include:

- A daily or weekly journal detailing and reflecting on experiences and related professional readings.
- A paper submitted at the end of the semester reflecting on the internship experience in terms of the learning goals articulated in the learning agreement.
- A portfolio of materials developed during the internship.
- Site visits and other formal meetings between the internship coordinator (or the academic advisor), the intern, and the supervisor at the host site.

3. This agreement should be completed within the first three weeks of a semester-long internship or within the first week of a short-term (e.g. summer) internship. It takes effect when the following have occurred:

- The completed form, with the learning plan attached, has been signed by all three parties.
- The student has distributed copies to the internship coordinator and the site supervisor, with copies of the learning plan attached.
- The student has complete registration for the internship.

4. This internship may be terminated by the mutual agreement of the English internship coordinator and the site supervisor, in consultation with the intern.