



Viterbo University Career Services  
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## Student Learning Contract

Student name: \_\_\_\_\_ Internship course number (e.g. MKTG 487): \_\_\_\_\_

Number of academic credits requested: \_\_\_\_\_ Total hours required: \_\_\_\_\_

Proposed start and end date of internship: \_\_\_\_\_

Internship site name: \_\_\_\_\_

Successful internship experiences are built upon departmental learning outcomes. These outcomes form the foundation of the Learning Contract, which is an agreement negotiated between the student, academic advisor, site supervisor, and intern coordinator that clearly articulates the expectations of all parties and provides a means for the student to direct, manage, and reflect upon the internship experience. The Learning Contract should be completed by the intern with input from their internship site supervisor and academic/program advisor. Students will be given permission to register for the internship class after this completed form is returned to Alyssa Gostonczik and has all necessary signatures.

### STEP 1: DEPARTMENTAL LEARNING OUTCOMES

**Copy and paste learning outcomes for your major, word for word via this link:** <https://bit.ly/2OH8smd>. Select one learning outcome per credit, up to 4 credits (internships with 5+ credits only need 4 learning outcomes). Select outcomes that represent areas you wish to work on in your internship experience that reflect areas of potential learning.

Learning Outcome #	<i>Example: Professional communication – Learners demonstrate professional communication skills.</i>
1	
2	
3	
4	

### STEP 2: ACTIVITIES/RESOURCES

**In collaboration with your site supervisor and academic advisor,** identify one to two tasks, projects, assignments, resources, or activities that you could potentially engage in which will help you to achieve each learning outcome stated in step 1.

	<i>Example: Attending weekly staff meetings will help me to understand the ways in which projects are communicated to work teams</i>
1	
2	
3	
4	

### STEP 3: EVALUATION

**In collaboration with your site supervisor and academic advisor**, identify one measurable result per learning outcome which will demonstrate you've achieved each learning outcome in step 1 via the means in step 2.

	<i>Example: I will ask my intern supervisor to give me written feedback on the effectiveness of my presentation.</i>
1	
2	
3	
4	

**Your signature indicates agreement with the validity and achievability of the goals listed above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alyssa Gostonczik, Intern Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_