

CAREER SUCCESS CENTER

INTERNSHIP PROGRAM LEARNING CONTRACT

I. STUDENT INFORMATION: To be completed by the Student

Please Indicate What Type of Internship: (Check One)

Academic Credit Internships

- Paid Internship/For-Credit—Partnership between student and employer strongly related to an academic discipline to gain additional workplace experiences while being paid from employer and receiving course credit from the university.
- Unpaid Internship/For-Credit—Experience strongly related to an academic discipline to be deemed credit worthy, a faculty supervisor is assigned to oversee credit issued.

If internship is awarded academic credit, tuition is assessed.

Non-Credit Internships: (Skip Section IV. For Non-Credit Internships)

- Paid Internship/Non-Credit—Exist mainly in the private for profit employer sector—students who do not need the college credit are paid to learn specific objectives while they work.
- Unpaid Internship/Non-Credit—Focus on providing a service and gaining degree related on-the-job experience, opportunities are generally unpaid. Unpaid internships typically take place in the non-profit sector.

****Please note a \$25 processing fee for non-credit internships is required to be recorded on your transcript****

Name	ID#
Address	City, State, Zip
Phone	Email address
Major	Minor
Graduation date	Cumulative GPA
Do you have at least 60 credit hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Completed 6 credit hours within major? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade Level: (Check One) <input type="checkbox"/> First-Year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	

II. STUDENT LEARNING OBJECTIVES: To be completed by the Student

Objectives Your learning objectives are what you want to learn or be able to do by the end of the internship. Decide the areas you want to focus on, and write your specific learning objectives as clearly as you can. Use action verbs to develop your objectives, such as apply, solve, design, develop, present, describe, compile, identify, determine, become familiar with, evaluate, understand, know, procedure, implement, explain, analyze, critique, and compare.

Tasks and Strategies After identifying your specific learning objectives, you need to determine how you will accomplish or make progress toward achieving your objectives. Ask yourself: What tasks, projects, or assignments will I do? Who are the people I will work with and what types of resources will I utilize?

Evaluation After objectives, tasks and strategies have been determined, you will need to decide how your learning will be documented, assessed, and evaluated.

The methods you choose for showing what you learned will supply the evidence to your faculty supervisor that you have achieved or made progress toward what you set out to learn.

On-The-Job Learning Objectives Please list four specific objectives, learning tasks/strategies and evaluations. At the conclusion of your internship you should reflect these outcomes on your resume.

Learning Objectives	Learning Task and Strategies	Evaluation

III. INTERNSHIP EMPLOYER: To be completed by the Employer Supervisor

Name of Organization	_____	_____
Address	_____	City, State, Zip
On-site Supervisor Name	_____	Title
Email Address	_____	Phone
Internship Job Title	_____	Hours/Week
*Start date	_____	*End date
Intern's Duties and Responsibilities		

Will the intern receive financial compensation? Yes No If yes, please specify wage amount _____ Per Hour Monthly Stipend

IV. ACADEMIC COURSE CREDIT INFORMATION: To be completed by the Academic Department

Faculty Supervisor	_____	Department	_____
Faculty Phone#	_____	Faculty Email	_____
Course Number	_____	Major Code	_____

Upon successful completion of this internship, _____ credits will be awarded. Internships require 45 contact hours per one semester credit hour.

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V. PARAGRAPH/PHOTO RELEASE

A short paragraph on your "Internship Experience" must be submitted to the Career Success Center by the third to last week of your internship. Please include what you do, what you are learning, and how the experience is going for you. This information helps us to promote internships to other students. Please email your report to Betty Kohl: bkohl@stfrancis.edu

We are also requesting a picture of you at your internship! The picture is optional but would be appreciated. If submitting a photo, please fill out USF's Photo/Image/Commentary request form below to consent to us using it for promotion of the program. The Career Success Center will ensure that a copy of this signature and the accompanying photos will be forwarded to USF's Marketing Services Office.

"I hereby consent to the use of my photo/image/commentary by the University of St. Francis (USF) in/on its publications, brochures, direct mail pieces, advertisements, video productions, website, social media pages, and related materials. I agree that USF may use my photo/image/commentary with or without my name for lawful purposes including those above. I also agree that USF can use any commentary or testimonial I have provided regarding my career, accomplishments and personal life with or without my name for lawful purposes including those above. I further acknowledge that there is no agreement or promise on the part of USF to compensate me in any way for the use of my photo/image/commentary in said manner. I hereby release USF from any and every claim, demand, right, or cause of action of whatever kind or nature, either in law or equity, arising from the use of my photo/image/commentary."

Name _____

Signature _____

Email _____ Phone _____

Date (month,day,year) _____

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VI. SIGNATURES

The signatures of the undersigned indicate that the above agreements have been reviewed and approved. The intern acknowledges personal responsibility for the internship commitment and agrees to perform the internship duties in a professional and ethical manner. If internship is awarded academic credit, tuition is assessed. The sponsor endorses the educational goals of this learning experience and agrees to provide supervision and/or training to assist the student in fulfilling the conditions of this internship.

(1) DEPARTMENT CHAIR OR COLLEGE DEAN DATE (2) STUDENT INTERN DATE

FACULTY SUPERVISOR ASSIGNED BY COLLEGE DEAN OR DEPARTMENT CHAIR

(3) FACULTY SUPERVISOR/ACADEMIC ADVISOR DATE (4) EMPLOYER SUPERVISOR DATE

(5) CAREER SUCCESS CENTER DATE (6) REGISTRAR'S OFFICE DATE

Once Form is Completed 1. Make a Copy for Your Personal Records 2. Submit Final Form to Registrar's Office for Official Record
3. View weekly log form and evaluation forms on the portal: <https://myusf.stfrancis.edu/portal/secure/content/15104>

RECORD INFORMATION: To be completed by the Administrative Offices

Recorded by Career Success Center Initialed: _____ Date _____ **Received by Registrar's Office** Initialed: _____ Date _____
Scanned and emailed _____ Term of Internship _____

**Internships will be recorded for transcript and tuition purposes under the semester it is being performed*