

Learning Objectives and Learning Agreement

Purpose: This internship is primarily for the benefit of the intern and includes an opportunity for a KU student to acquire experience in a professional setting prior to graduating from the University of Kansas. The sponsoring site has suitable experiences, supervisors, and facilities available for the educational experience of the student. The purpose of this Agreement is to outline the learning objectives, duties and responsibilities for the student intern and supervisor.

Learning Objectives:

List your primary learning objectives. Describe what you hope to learn and accomplish from this experience. Identify several outcomes (skills, knowledge, professional development, etc.) that are important for you to develop through the completion of this internship. Use this question to get you started: *What will you want to get out of this internship experience?* Outcomes should fall under a skill outcome, content knowledge outcome or professional development outcome.

OBJECTIVE 1:

Estimated hours to complete objective:

Estimated date of completion:

Student level at the start of the project (Check the appropriate option.):

No experience

Beginning

Proficient

Advanced

Method of Measurement: (How will your site supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 2:

Estimated hours to complete objective:

Estimated date of completion:

Student level at the start of the project (Check the appropriate option.):

No experience

Beginning

Proficient

Advanced

Method of Measurement: (How will your site supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 3:

Estimated hours to complete objective:

Estimated date of completion:

Student level at the start of the project (Check the appropriate option.):

No experience

Beginning

Proficient

Advanced

Method of Measurement: (How will your site supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

OBJECTIVE 4:

Estimated hours to complete objective:

Estimated date of completion:

Student level at the start of the project (Check the appropriate option.):

No experience

Beginning

Proficient

Advanced

Method of Measurement: (How will your site supervisor evaluate your accomplishment? What will be the criteria for the measurement of your success?)

***You may add more objectives. Use an additional sheet, if necessary. If the objectives change throughout the course of the internship, the student is responsible for revising the objectives and gaining approval from the Site Supervisor before the end of the internship.*

Additional Questions:

How frequently will you receive feedback from your Site Supervisor?

When and how will you be evaluated?

Provide specific dates when the projects, written work or other culminating activities are due to your Site Supervisor.

Describe your arrangement for contact with your Site Supervisor.

Additional Comments:

Agreement:

Intern: I agree with and accept the objectives within this agreement. I will complete all work to the best of my ability. I will familiarize myself with and adhere to all laws, policies/procedures and appropriate standards of ethical conduct. I agree to complete all training identified by the site supervisor or University. I understand that I am not entitled to compensation for any work performed under this agreement and that I am not entitled to any employment by virtue of this internship (now or in the future). I acknowledge and agree that the Intellectual Property Policy for the Lawrence Campus will govern the creation of any intellectual property.

I understand that any party can terminate this agreement at any time. I understand that I may be exposed to or receive an illness, injury, or personal loss participating in this volunteer position. I further acknowledge and agree that I am aware of and will assume and accept any and all risks associated with and inherent in the activities and services I will be performing

Site Supervisor: I have discussed this internship with the intern and we have agreed upon the assigned work components appearing above. I agree to meet with the intern regularly to provide assistance and consultation to the intern in order to help them progress toward the aforementioned learning objectives. I acknowledge and agree that all tasks performed by the intern will further the learning of the intern; the intern will not be asked to perform unrelated tasks. I understand that either party can terminate this agreement at any time.

Governing Policy: Internship Guidelines (linked)

Signatures:

Intern _____

Date _____

Site Supervisor _____

Date _____

*CC: Department/Unit
University Career Center*