

CONVERSE COLLEGE
Office of Career Services

DIRECTIONS FOR COMPLETING THE LEARNING AGREEMENT

The purpose of the learning agreement is to assist you, the intern, in defining your goals, objectives, and expectations of your internship placement. It must be completed and returned to the Office of Career Services prior to the internship start date. THE FINAL COPY MUST BE TYPED, as copies of the completed form will be sent to your faculty director and site supervisor. Additional pages may be attached as necessary.

- 1. Create a draft of your objectives before you interview with a potential placement site and be prepared to discuss them. This will help both you and your potential supervisor decide if that placement will provide the type of internship experience you desire.*
- 2. Discuss your objectives with your faculty director to ensure that they are consistent with the departments expectations. It is your responsibility to make sure that your faculty director completes all requested information on the form.*
- 3. Discuss and develop learning objectives for the following areas:*
 - A. Knowledge you will gain about the organization/industry and career field.*
 - B. General skills you will develop by the end of your internship.*
 - C. Technical skills you will develop by the end of your internship.*
- 4. Describe written materials or people you will use to learn the above (i.e., Trade publications, manuals, professional meetings, etc.)*
- 5. Describe the methods you will use to evaluate your success with each of the learning objectives you listed above. How will you know that you have acquired the skills and knowledge you seek?*
- 6. How will your faculty director assess your learning? Include a description of any required projects.*
- 7. Describe any additional responsibilities you would like to have during your internship experience.*
- 8. As a final step, once you begin your internship, schedule a meeting with your site supervisor to discuss your goals and objectives. Remember, you are responsible for communicating what you want to learn.*