



Internship Learning Contract

The following named individuals hereby enter into an internship contract, which binds the signatories to a learning experience designed to benefit both student and internship site.

1. _____
Student's Name *Major* *Telephone Number* *Brandeis Email*

_____ *Home Address* *City* *State* *Zip Code* *Home Phone #*

_____ *Summer Address* *City* *State* *Zip Code* *Summer Phone #*

2. _____
Internship Placement/Company Name *Address* *City* *State* *Zip Code*

_____ *Supervisor's Name/Title*

_____ *Site Supervisor's email address* *Telephone Number*

3. _____
Faculty Sponsor's Name *Department* *E-Mail Address*

Administrative Information:

Course name and number: _____ Semester/Year enrolled: _____

Internship Dates: _____ to _____

Hours to be worked (per week/total): _____ Credits earned: _____

The parties to this contract agree to develop and abide by the following criteria for a satisfactory completion of an internship:

Learning Goals and Objectives:

The following set of goals and learning objectives developed by the student, the site supervisor, and the faculty sponsor will be used as guidelines for determining whether the requirements of the internship have been met and as a guide in assigning a course grade. (Attach additional page to this contract if necessary.)

Outline of Intern Responsibilities:

A. The student will be responsible for the following duties and responsibilities while an intern:
(A formal job description should be attached to this contract.)



B. **The site supervisor** will be responsible for utilizing the student to her/his fullest capacity, to assign her/him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.

C. **The faculty sponsor** will monitor the progress of the student throughout the internship and act as a resource as required. The faculty sponsor will establish the criteria for evaluating the internship, maintain communication with site supervisor, debrief the intern, and record course grade in the registrar's office.

Outline of Course Requirements:

A. As a requirement for the successful completion of the internship, **the student** is required to submit the following material/s (outlines, logs, evaluations, final report, presentation, etc.):

B. **The site supervisor** is required to evaluate the performance of the student on a continuing basis throughout the internship, to meet with the student periodically to inform her/him of her/his progress and to complete the mid-term and final evaluation forms provided by the College. The site supervisor will detail the strengths exhibited by the student during the internship period as well as those areas where improvement is required.

C. The **faculty sponsor** is responsible for accumulating and evaluating the material provided by the student and the site.

Grading Criteria:

Grading for this internship (**circle one: letter grade/credit or no credit**) will be based on the following:

Signatures:

Student: _____ (date) (email address)

Site Supervisor: _____ (date) (email address)

Faculty Sponsor: _____ (date) (email address)

Academic Internship Administrator: _____ (date) (email address)