

INTERNSHIP LEARNING CONTRACT: UNDERGRADUATE ELECTIVE COURSE

The Internship Learning Contract is a mutual understanding among the student, the internship site supervisor, and the College of Business. The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor prior to the start of the internship, a plan for the duration of the internship experience.

This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the organization, as well as setting goals to continue professional growth and development. This document will provide a set of guidelines that will direct the placement experience and allow the College of Business to assess the intern's performance.

Actions and assignments required to receive academic credit:

1. Enroll in the internship course and pay tuition and expenses associated with enrollment.
2. Serve a minimum of **150 hours** (3 credit hours) / **300 hours** (6 credit hours) at the internship site.
3. Complete a **weekly log** of activities, projects, and/or assignments
4. Write a minimum of six page internship **reflection paper**
 - a. Experience and Activities: Provide a brief overview of the organization. Describe the activities, projects, and/or assignments performed during the internship and the specific contributions you made in this role.
 - b. Academic Connection: In what ways has this experience related to what you have learned in the classroom? Incorporate theory and concepts from at least three courses from the business curriculum.
 - c. Personal Development: How did your internship help you develop professionally? Describe the skills you acquired or polished during this experience.
5. The student will be evaluated by the internship supervisor. Accordingly, the student must **notify the internship supervisor** that a confidential electronic evaluation to assess the student will be sent to the internship supervisor by the COB Office of Student Services and Placement and must be completed in order for the student to receive course credit.
6. For students enrolled in 6 credit hours only, write a minimum of a six page **industry analysis or research paper on a topic related to the industry of the company you are interning with**
 - a. Conduct a primary research component through interviews from key personnel, supported by secondary research (ie. internet, library, etc.)

Student Information:	
Name:	
Address: (street address, city, state, Phone:	
Tech E-Mail Address:	
Alternate E-Mail Address:	
Curriculum Major:	
Internship Course(s):	<i>This line will be completed by the instructor.</i>
Company Information:	
Sponsoring Company Name:	
Company Address:	
Supervisor's Name:	
Supervisor's Title:	
Supervisor's Phone:	
Supervisor's E-Mail Address:	
Internship Information:	
Internship Job Title:	
Term of Internship: (quarter)	
Hours Worked Per Week:	
Starting and Ending Date:	

Describe the jobs, tasks, and projects you will be working on during internship:

State the educational objectives/ learning goals of the internship:

All of the information contained in the Internship Learning Contract is correct and has been reviewed by both the student and the internship site supervisor and agree that all requirements for the academic internship course will be met.

Student Intern Signature

Internship Site Supervisor Signature

For questions regarding the Undergraduate Internship Elective Course, please contact Larry Jarrell, Coordinator of Undergraduate Academic Internships, at ljjarrell@latech.edu or 318-257-4306.

Please return this completed form in person to COBB 102C or electronically to ljjarrell@latech.edu