

# INTERNSHIP LEARNING CONTRACT: SCHOOL OF ACCOUNTANCY

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 <b>150 hours</b> at the internship site.
3.	Keep a <b>daily log</b> of activities that include: the date, hours worked, and a brief description of the activities performed such as: conducted research, answered phone, trained with supervisor, met with client, etc. This log should be prepared in Excel with a column for date, a column for hours, and a column of brief descriptions.
4.	Prepare and turn in a <b>term paper</b> 7-10 pages in length, double spaced, twelve point font that describes the major learning experiences gained from the internship. The paper is <u>due at least one (1) week before graduating student grades are due</u> . The experiences noted in the paper can be technical in nature and/or can describe what the student learned in the profession. Any insights learned are welcome in the term paper.
5.	The student will be evaluated by the internship supervisor. Accordingly, the student must <b>notify the internship supervisor</b> 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.

Student Information:	
Name:	
Address: (street address, city, state,	
Phone:	
Tech E-Mail Address:	
Alternate E-Mail Address:	
Curriculum Major:	
Internship Course(s):	

**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:**

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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.

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Student Intern Signature

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Internship Site Supervisor Signature

*For questions regarding the Accounting Undergraduate or MACC Internship Elective Course, please contact Dr. Andrea Drake, Director of the School of Accountancy, at [adrake@latech.edu](mailto:adrake@latech.edu) or 318-257-2822.*

*Please return this completed form in person to COBB 302 or electronically to [adrake@latech.edu](mailto:adrake@latech.edu).*