

## 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:	
CWID:	
Phone:	
Tech E-Mail Address:	
Alternate E-Mail Address:	
Curriculum Major:	
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 and year)	
Total Hours Worked During Internship	<input type="checkbox"/> 150 Hours <input type="checkbox"/> 300 Hours
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:	

This portion of form completed by Internship Director.	
<p>Course Awarded as:</p> <p><i>(Internship will be categorized by subject matter exposed to during work experience, not by student major)</i></p>	<p>Business Elective (150 Hours of Work Required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACCT 401 – Internship in Accounting (Refer student to Dr. Stammerjohan)</li> <li><input type="checkbox"/> CIS 401 – Internship in Computer Information Systems</li> <li><input type="checkbox"/> ECON 401 – Internship in Economics</li> <li><input type="checkbox"/> FINC 401 – Internship in Finance</li> <li><input type="checkbox"/> MGMT 401 – Internship in Business Management, Human Resources, Entrepreneurship, Supply Chain Management</li> <li><input type="checkbox"/> MKTG 401 – Internship in General, Key Account, Marketing Analytics</li> <li><input type="checkbox"/> MKTG 403 – Internship in Sports Marketing</li> <li><input type="checkbox"/> BUSN 410 – Internship in Business Administration</li> </ul> <p>University Elective (Additional 150 Hours of Work Required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BUSN 410 – Internship in Business Administration</li> <li><input type="checkbox"/> BUSN 411 – Internship in Business Administration</li> </ul>
Section Number:	<ul style="list-style-type: none"> <li><input type="checkbox"/> 099 – Off Campus</li> <li><input type="checkbox"/> 001 – On Campus</li> </ul>
Internship Director Signature:	

*For questions regarding the Undergraduate Academic Internship Program, please contact Jessica George, Executive Director of Student Services and Placement, at [jgeorge@latech.edu](mailto:jgeorge@latech.edu).*

*Please return this completed form in person to COBB 102A or electronically to [jgeorge@latech.edu](mailto:jgeorge@latech.edu).*