



INTERNSHIP LEARNING CONTRACT

The function of this contract is to establish an agreement among the student, the internship site supervisor, and the adviser on the purposes and logistics of the student's internship. Together, the three parties should complete all sections of this form, attaching additional pages to answer the questions on Parts II and III. This form must be signed by the student, the supervisor and the faculty adviser. Each should keep a copy, and the original should be submitted to Faith Stangler in the Gallatin office.

PART I: LOGISTICS

STUDENT INFORMATION (PLEASE PROVIDE LOCAL CONTACT INFORMATION)

NAME _____ SEMESTER & YEAR OF REGISTRATION _____

UNIV ID **N** _____ PHONE _____

ADDRESS _____ NYU E-MAIL ADDRESS _____ @nyu.edu

_____ ADVISER _____

INTERNSHIP DETAILS

NAME OF ORGANIZATION _____

ADDRESS _____

Supervisor's Information

Intern's Information

NAME _____	TITLE _____
TITLE _____	TOTAL WEEKLY HOURS IN INTERNSHIP _____
PHONE _____	NUMBER OF INTERNSHIP CREDITS _____
E-MAIL _____	DATES OF NYU HOLIDAYS OR VACATIONS _____

PART II: THE INTERNSHIP (ATTACH ANSWERS SEPARATELY)

A. Job Description: Describe in as much detail as possible your role and responsibilities in the internship. Identify your duties, any projects that you will undertake, teams you will work with, products or services you will provide, clients/patrons you will serve, etc.

B. Supervision: Describe the supervision you will be provided at the internship site. What instruction, assistance, guidance and consultation will you receive? From whom? Will you have regularly scheduled supervisory sessions?

C. Evaluation: By whom will your work performance be evaluated?

PART III: LEARNING OBJECTIVES AND ACTIVITIES (ATTACH ANSWERS SEPARATELY)

A. Learning objectives: Describe in as much detail as possible what you hope to learn through the internship. Be specific: are you talking about developing skills, expanding your knowledge, testing theories, exploring career interests, discovering your strengths and weaknesses, or some other goals? Are these objectives related to your area of concentration? If yes, how?

B. Learning activities and strategies: Describe in detail the specific processes by which you will achieve these goals. On-the-job: How will your internship activities enable you to meet your learning objectives? Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn. Off-the-job: How will you supplement the work experience with reading, research and consultation?

C. Evaluation: How will you determine whether you have met your learning goals? By what criteria will your supervisor assess your performance at the internship site? By what criteria will your adviser assess your performance in the internship?

(continued on back)

PART IV: AGREEMENT

The undersigned agree to the terms of this learning contract.

Student's Signature

Date

Supervisor's Signature

Date

Adviser's Signature

Date

Adviser's E-mail Address (or best way to contact)