

ACADEMIC INTERNSHIP LEARNING PLAN

Student name: _____
email: _____ text/telephone: _____
Course name: _____ Instructor(s): _____ semester: _____
Internship position title: _____
Internship site (company/org): _____
Supervisor/Mentor name: _____
Title: _____
Email: _____ Phone: _____

LEARNING PLAN (to be completed by site supervisor and student, and approved by instructor)

The site supervisor and student should meet to discuss this portion of the plan. If there are any questions please contact the course instructor.

Description of Tasks: List the duties the student(s) will perform. The majority (80+ %) of duties must be professional or pre-professional in nature and be sufficiently complex to warrant the awarding of college credit.

- 1.
2.
3.

Training: Describe the training that students will receive during this placement, how you will teach the student(s) and what they will learn (e.g., critique, feedback, training materials)

- 1.
2.
3.

Learning Outcomes: Describe the skills and experience the student can expect to gain from the internship that makes this a learning experience meriting academic credit. (e.g., what will the student learn that s/he doesn't already know? What skills or experience can the student expect to gain from the mentorship provided?)

- 1.
2.
3.

Student

I agree to devote _____ hours per week for a total of _____ hours effective from _____ to _____ in order to fulfill the tasks, training, and learning outcomes described above. I agree to complete all timesheets, forms, and evaluations requested for this placement, as well as other course requirements.

signed _____ date _____

Site Supervisor

As on-site supervisor/co-educator, I agree to guide this student's work and to submit a brief final evaluation of his/her achievement upon request of the academic department.

signed _____ date _____

Instructor

I have examined and approved this learning plan for the student, course, and site as stated above.

signed _____ date _____