Internship Learning Agreement

Student Name ___________________________  Semester ____________________

A. Assignment Details
Name of Organization: _______________________________________________________
Your title: __________________________________________________________________
Supervisor Name and Title: _____________________________________________________
Supervisor E-mail: _________________________ Supervisor Phone: __________________

B. Learning Goals
1. Career Exploration – Increase your awareness about what you are looking for in a career. Identify how you hope this internship will influence career planning or advance your professional goals.

2. Transition into work - Identify differences between your responsibilities as a student and as an employee. What habits can you create to help you succeed in a working environment and lifestyle.

3. Knowledge & Skills - Identify three specific knowledge or skill areas you would like to gain through this internship. Your choices can be a blend of soft skills like time management or effective communication and hard skills like spreadsheet modelling or press release writing. Make a plan for how you will work towards these goals by breaking them down into specific activities.

Signatures

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<th>Role</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
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<td>Student</td>
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<td>On-Site Supervisor</td>
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