

## 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

Student \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_