

**Guided Internship – BBUS 497**

**LEARNING CONTRACT**

<b>Name:</b>	<b>Student #:</b>
<b>Location of Internship:</b>	
<b>Your Concentration</b> Circle: Finance - Management - Marketing - MIS - TIM - Self-Directed	
<b>Quarter:</b>	<b>Year:</b>
<b># of Credits:</b>	
<b>Email:</b>	<b>Phone #</b>

Prerequisites: Completion of all core courses and a min. cum. GPA or 3.0. Your cum GPA \_\_\_\_\_

Attach a paper addressing all the aspects of the internship using the items below as a guide. If you need assistance, your academic sponsor and field supervisor are your best resources.

**Learning Goals** - What do you want to learn as a part of this internship?

**Job Description** - What will you do as an intern with this organization? How will these responsibilities help you to fulfill your learning goals?

**Academic Experience** - How will you support this experience academically? Include readings, discussion, and writing assignments.

**Expected Outcomes** - How will you demonstrate that the learning goals have been achieved? You might keep a journal of assignments completed and what was learned from completing each assignment. A final paper with your reflections might also be required.

**Field Supervision** - Who in this organization is planning and supervising your internship? What kind of training and assistance will you receive? How will your faculty sponsor keep in contact with your field supervisor (e.g. weekly phone calls, site visits)?

**Academic Structure** - How will you work with your faculty sponsor (e.g. weekly meetings, interim reports)?

**Note:** A maximum of ten credits of Independent Study, Internship, and BBUS 496 (Organizational Diagnosis & Consulting) may count toward the Business degree.

<b>Intern:</b>	Signature	Print Name	Date
<b>Academic Sponsor:</b>	Signature	Print Name	Date
<b>Field/Business Supervisor:</b>	Signature	Print Name	Date
<b>Business Assistant Director:</b>	Signature		Date

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SLN:	Faculty Code:	Date