



BUSINESS PROGRAM

BBUS 497 – Guided Internship Learning Contract

Quarter: _____ Year: _____ # of Credits*: _____

*Note: A maximum of 10 credits of Independent Study & Internship may count toward the Business degree.

Name: _____ Student #: _____

Email address: _____ Telephone #: _____

Location of Internship: _____

In your learning contract please address 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 for assistance.

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, projects, and writing assignments.

Expected Outcomes - Demonstrate that the learning goals have been achieved. For example 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 organizing 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)?

The undersigned agree to this independent study contract and the attached proposal.

Student: _____ Signature Date

Field Supervisor: _____ Signature Date

Academic Sponsor: _____ Signature Date

Associate Director – Undergrad: _____ Signature Date

Table with 2 columns and 4 rows for office use only, containing fields for Course, SLN, Faculty Name, Faculty Code, Registered By, and Date.