

**LEARNING CONTRACT (Only for Sections 001 and 002)\***

Semester:

Year:

Credit Hours<sup>^</sup>:

Student Name		Internship Site Name	
Student UK ID		Site Supervisor's Name	
Email		Email	
Phone #		Phone#	
Faculty Sponsor's Name		Internship Address	

Starting Date		Total Number of Weeks	
Ending Date		Average Hours Per Week	

**Describe what duties you will be performing at your internship site:**

**List your learning objectives:**

**To the Site Supervisor:**

Thank you very much for agreeing to provide an internship opportunity to this student.

Please **confirm the number of hours** the student will spend at your organization and also **verify** some of the duties that the student will be performing.

Please note that the student's faculty sponsor may contact you to inquire into the student's internship performance. In such cases, your brief performance evaluation would be very much appreciated.

Site Supervisor's name: \_\_\_\_\_ Site Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*should be typed**

<sup>^</sup> 3 hours per week per 1 credit hour

**Specify the assignments, due dates, and needed requirements to receive a passing grade agreed upon with your faculty sponsor.**

**Describe the method and frequency with which you will communicate with your faculty sponsor during the duration of your internship.**

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\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**NOTE:**

- **You must type the contract. The hand-written one will be rejected.**
- **You must upload the complete learning contract on Canvas by 5PM of the second day of class to remain in class.**
- **If your site supervisor wants one copy, make sure to give her or him a copy as well.**