LEARNING CONTRACT (Only for Sections 001, 002, Summer 010, and Winter 230)\*

Semester: Year: Credit Hours^:

|  |  |  |  |
| --- | --- | --- | --- |
| 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 **verify** some of the duties that the student will be performing.

Please note that the internship coordinator and/or the 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** ^ 3 hours per week per 1 credit hour

your faculty sponsor.

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

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 supervisors want one copy, make sure to give them a copy as well.**
* **As you learned from the online survey, you are required to complete the end-of semester, short questionnaire to receive your final course grade. The questionnaire and its due date are posted on the course Canvas page.**

Form: Revised 2/2025