

LEARNING AGREEMENT WORKSHEET

Print this form and then prepare it as a draft to review with your internship faculty sponsor. When your faculty sponsor has approved this form, enter the information into the Career Connections Opportunities Board system to create the formal agreement with all parties: employer, department, and yourself. If you need guidance, please contact the Internship Office at 253-535-7324.

Name _____ Student ID _____ Class Standing: SO JR SR GRAD

Major(s)/Minor(s)/Concentration _____ / _____ / _____

Current Address _____
Street _____ City _____ State _____ Zip _____

Current Phone _____ E-mail _____ Graduation Date _____

CONSULT YOUR WORK SUPERVISOR TO ASSURE ACCURACY IN THIS SECTION

Employer (Firm Name) _____ Internship Begins _____ Date _____ Ends _____ Date _____

Address _____
Street _____ City _____ State _____ Zip _____ Non-Profit Org.

Work Supervisor's Name _____ Title _____

Phone _____ E-mail _____ URL _____

Compensation: Work-Study _____ Wages \$ _____ / _____
Hr, Wk, Mo, Yr Hours/Week _____ No. of Weeks _____

Unpaid _____ Other _____ \$ _____
Commission, Meals, Housing, Travel, etc.

CONSULT YOUR FACULTY SPONSOR TO COMPLETE THIS SECTION Course (Department & Number) _____ Credit Hours _____

Faculty Sponsor's Name _____ Department _____ Phone _____

Title of Internship Position _____ Academic Project Due Date _____

Describe Employer's Business:

Intern's Specific Duties:

LEARNING PLAN

Consult Your Faculty Sponsor to Complete This Section

Student Name _____ Faculty Sponsor _____ Course _____ Credit Hrs _____

OBJECTIVES TO BE MET	RESOURCES AND METHODS TO BE USED	DOCUMENTATION OF LEARNING
<p>This is where you outline what you expect to learn from this internship experience. Determine these by yourself, in conference with your faculty sponsor and/or with your work supervisor.</p>	<p>This is where you outline what you will do at your work site to achieve the objectives. Much of this is based on your work assignment but is not limited to your job. You have resources and opportunities beyond your work that can help you achieve your objectives. Review your job description and visit with your work supervisor and your faculty sponsor to complete this section.</p>	<p>This is where you summarize what you will do to document your learning and objective achievement. Examples: a daily log of your activities with comments on what you learned; periodic progress reports on your objectives; or a final reflective paper (usually more than one documentation method is assigned). Visit with your faculty sponsor to complete this section.</p>

When entered into the Career Connections Opportunities Board system, it will be processed for authorizations from your faculty sponsor, department chair, and employer. This will generate your registration. Go to www.plu.edu/intern and click on the Career Connections icon on the right. In the left menu, you will see "Complete the Internship Learning Agreement" link. Select the term of your internship, click the "Other" tab, and follow through. If you have any questions, please contact the Internship Office at 535-7324.