

SUFFOLK UNIVERSITY GOVERNMENT INTERNSHIP

Internship Learning Agreement

I. Basic Information

Name: _____

Placement agency: _____

Agency address: _____

Name and title of supervisor: _____

Telephone number: _____ Email: _____

II. Duties

1. What are the basic purposes of the office or agency?
2. What will your job as an intern be? How does it contribute to the purposes described above?
3. Will you be assigned a long-term project? If so, please describe it briefly.

III. Learning goals

1. What special skills do you have which will be useful in doing your job?
2. What skills do you hope to acquire or improve during the course of your internship?
3. What past experiences--work, courses taken, reading, or anything else--have prepared you for this job?
4. What factual knowledge do you expect to gain during your internship?
5. What ethical or moral values are relevant to the work you will be doing as an intern, either positively (values you are expected to observe) or negatively (things which are considered improper)?
6. Are there any ethical issues about which you hope to clarify your own thinking during the course of your internship?

IV. Documentation and evaluation

1. What standards will your supervisor apply in evaluating your work?

2. For purposes of grading, how will you demonstrate to your instructor the degree to which you have achieved the learning goals listed in section III, parts 2, 4, and 6?

3. Will there be any other materials--for example, reports written on the job--which you would like to submit in documentation of what you learn on your internship?

V. Approval

We, the undersigned, have read and agree to the conditions and goals of the internship described in this internship learning agreement.

Intern: _____ Date: _____

Instructor: _____ Date: _____