

*-Sample-*



Career Development Office  
Coeur de Catherine, Suite 460  
2004 Randolph Avenue, Mail# F-26  
St. Paul, Minnesota 55105  
Telephone: (651) 690-8890  
Fax: (651) 690-8751  
www.stkate.edu/career

## CSC INTERNSHIP LEARNING CONTRACT

**\*\*PLEASE DO NOT LEAVE ANY FIELDS BLANK\*\***

Name: (First, Last)		Student ID:
Address during Internship: (Street, City, State, Zip)		
Preferred Phone:	CSC Mail:	
Email:	Major:	
Internship Site:	Compensation:	
Supervisor Name:		
Address:		
Phone:	Email:	
Internship Start and Finish Dates:	Number of Credits:	

### IMPORTANT!!

**\*\*This learning contract is to be completed and signed by parties #1-3.**

**\*\*It must be submitted to the Career Development Office for the Internship Director's final approval and signature no later than two weeks after beginning your internship.**

**\*\*The Career Development Office will distribute copies to your site supervisor and FIA.**

**1. FACULTY INTERNSHIP ADVISOR:** I have discussed and negotiated with the student the academic component as indicated on the learning contract. I concur with the stipulations of this agreement. I further agree to be available to meet with the student to discuss the internship experience and to conduct an on-site mid-semester evaluation. I have read the FIA Manual, which is available to on line at: <http://minerva.stkate.edu/careers.nsf/pages/facServing>

\_\_\_\_\_  
Faculty Internship Advisor (FIA) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

**2. SITE SUPERVISOR:** I have discussed this internship with the student and have negotiated and assigned the work component which appears on this learning contract. I agree to provide assistance and necessary training and consultation to help the intern make progress toward her learning objectives. I further agree to provide the intern with an orientation concerning relevant organization policies, procedures, and functions, to meet with the intern regularly, and to be available for counsel and advice for the duration of the internship. I agree to conduct a written evaluation of the student and to participate in a site visitation. I have received and read the contents of the Site Supervisor Manual.

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

**3. STUDENT INTERN:** I concur with and accept the academic and work assignments indicated in this learning contract. I agree to complete all work assignments promptly and to the best of my ability. I accept the obligation of confidentiality in my work and relationship with the work supervisor. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures and to the appropriate standards of ethical conduct. Further, I understand there are ordinary risks inherent in the workplace and I will become aware of and consent to undertake such risks. I also understand that the College of St. Catherine has no control over any hazards to which I may be exposed during the internship and do not hold the College liable for any accidents that may occur.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

#### 4. COLLEGE INTERNSHIP DIRECTOR:

\_\_\_\_\_  
College Internship Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

## CSC INTERNSHIP LEARNING CONTRACT

**I. Intern Job Description \*\*\*\*(Determined by the Student Intern and Site Supervisor). \*\*\*\***

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**\*\*Describe/list your job responsibilities and learning opportunities at your internship.**

**\*\*Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc.**

(Sample Content)

MARKETING INTERNSHIP AT X DEPARTMENT STORE

1. Assist in the execution of all in-store special events and promotions.
2. Conduct research (under the supervision of the Director) for special projects, promotions and events including grand opening.
3. Establish new resource contacts and maintain existing contacts.
4. Gain exposures to local media contacts via public relations firms, TV, radio, newspapers and facilitate positive coverage of store.
5. Develop an in-store calendar of events.
6. Assist in writing of press releases.
7. Attend weekly staff meetings in the marketing and public relations department.
8. Conduct informational interviews with staff members throughout semester including: Director Assistant, writer, special events coordinator, and support staff.

## CSC INTERNSHIP LEARNING CONTRACT

**II. Academic Component/Goals \*\*\*\*(Determined by the Student Intern with the Faculty Internship Advisor's assistance). \*\*\*\***

**\*\*Identify one or more learning objectives/goals in each of the following categories:**

- A. Academic Learning & Application - related to the ideas, concepts or theories of your field of study**  
(i.e. Review research and theories on the behavioral and emotional problems of abused/neglected children and observe how programs at this organization function to alleviate these problems.)
- B. Skill Development - related to the skills that will be utilized and developed**  
(i.e. oral and written communication, problem-solving, decision-making, teamwork, skills specific to occupation, etc.)
- C. Leadership Development – related to the growth of leadership skills**  
(i.e.demonstrating growth related to qualities such as initiative, motivation, empowerment of others, taking advantage of opportunities for self-development and exhibiting a high ethical standard of conduct etc.)
- D. Personal Development - related to personal goals and career planning**  
(i.e. career exploration, self-confidence, sensitivity and appreciation for diversity, clarification of values).

<b>Learning Objectives</b> <i>(What do I want to learn?)</i>	<b>Tasks &amp; Strategies</b> <i>(How I am going to learn it/what will I do to learn it?)</i>	<b>Methods of Evaluation</b> <i>(How I am going to show I learned it/what will happen as a result?)</i>	<b>Target Completion Date</b> <i>(When do projects need to be completed/ deadlines?)</i>
SAMPLE CONTENT	SAMPLE CONTENT	SAMPLE CONTENT	SAMPLE CONTENT
<b>A. Academic Learning &amp; Application</b>			
<b>1.</b> To apply classroom theories of retail marketing to my position of marketing intern.	<b>1a.</b> Assist in the execution of all in-store special events and promotions.	- Bi-weekly meetings scheduled throughout internship. Journal will include my perceptions.	- End Date of Internship, December 15.
	<b>1b.</b> Discussions with my Site Supervisor on various research methods used.	- Mid-semester evaluation.	- October 25
<b>2.</b> To develop and understand marketing research methods as it applies to the retail environment.	<b>2a.</b> Informational interviews with staff on research methods.	- Weekly meetings with Site Supervisor. Journal will include summary of our discussions.	
	<b>2b.</b> Conduct research for grand opening and other special projects.	- Written summaries of my informational interviews.  - Ten-page research paper of retail theories and application of those in my internship.	- December 1  - December 15

## CSC INTERNSHIP LEARNING CONTRACT

**B. Skill Development**

1. To enhance my research skills in identifying and obtaining pertinent public relations information related to internship projects.

1a. Work with Asst. Director and Special Events Coordinator on "Grand Opening" project.

-Meeting times established.

- Ongoing

2. To develop strong oral and written communication skills, e.g., press releases.

2a. Write the drafts for various press releases and brochures.

- Drafts critiqued by staff.

- October 1

2b. Attend weekly staff meetings.

**C. Leadership Development**

1. To seek opportunities for professional self-development

1a. Initiate interest in opportunities to broaden internship experience

- Journal reflections  
- Final Evaluation  
- Student Internship Assessment  
- Journal entries regarding ethical awareness

- Ongoing

2. To develop an understanding of ethics in the workplace

2a. Discussions with site supervisor regarding role of ethics within the profession

- Ongoing

**D. Personal Development**

1. To gain an understanding of entry-level career opportunities in retail management that I will be qualified for.

1a. Conduct 5 informational interviews with staff.

- Summaries of informational interviews will be included in journal.

- September 25

2. To manage my time effectively while handling a number of tasks/responsibilities simultaneously.

2a. Attend the time management course offered by CSC and apply techniques on job as well as for studying.

- Offered September 25 on campus.  
- Journal reflections.

- December 15

3. To understand what professional and business etiquette is in the retail environment.

3a. Make own observations and note in journal.

- Journal reflections.

- Completed journal due, December 15.

## CSC INTERNSHIP LEARNING CONTRACT

**III. Evaluation \*\*\*\***(Jointly agreed on by Faculty Internship Advisor & Student Intern)**\*\*\*\***

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**\*\*List below and describe in detail how your learning will be evaluated.**

**\*\*Evaluation is based on a minimum of the following:**

1. **Journal**
2. **Mid-Semester evaluation form** which is completed by Site Supervisor (including FIA conducting site visit)
3. **Final evaluation form** which is completed by Site Supervisor
5. **Student Intern evaluation form** which is completed by student and submitted to the Career Development Office, CdC 460
6. **Additional assignments** which MAY include; a Major Work Project, Research Paper, Presentation or Portfolio

1.

2.

3.

4.

5.

6.

7.