

# INTERNSHIP LEARNING CONTRACT

## *Coastal Carolina University*

### Student Information

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Major \_\_\_\_\_ Grade Level \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Student Learning Goals (List specific & measurable learning goals you expect to achieve in this internship)

#1 \_\_\_\_\_  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_

### Employer Information

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Employer Contact \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Position Job Title \_\_\_\_\_ Work Location \_\_\_\_\_  
Work Term \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Maymester \_\_\_\_\_  
Work Hours \_\_\_\_\_ (10-20 hrs/wk) \_\_\_\_\_ (30-40 hrs/wk) \_\_\_\_\_ (Other) \_\_\_\_\_  
Compensation \_\_\_\_\_ Unpaid \_\_\_\_\_ Paid \_\_\_\_\_ Amount \_\_\_\_\_ (Other) \_\_\_\_\_  
Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Site Supervisor \_\_\_\_\_  
Supervisor Phone \_\_\_\_\_ Email \_\_\_\_\_

Job Description (attach additional pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:** This Internship Learning Contract establishes an agreement between the student intern, employer supervisor, and Coastal Carolina University (CCU) internship faculty/staff for the duration of time indicated. The student intern agrees to fulfill the duties and responsibilities as outlined by the employer, and the academic requirements for completing the internship course. The employer agrees to provide the intern with training, supervision, and evaluation necessary for relevant experiential learning. CCU faculty/staff will provide academic supervision, internship oversight, and materials needed to evaluate student performance for course grading.

**STUDENT INTERN** \_\_\_\_\_ DATE \_\_\_\_\_

**EMPLOYER SUPERVISOR** \_\_\_\_\_ DATE \_\_\_\_\_

Course # \_\_\_\_\_ Semester \_\_\_\_\_ Credit # \_\_\_\_\_ Total Hours Required \_\_\_\_\_

**FACULTY COORDINATOR** \_\_\_\_\_ DATE \_\_\_\_\_