

The University of North Carolina at Chapel Hill

INTERNSHIP LEARNING CONTRACT

_____, a student in [name of department] _____ will be assigned as an intern with [supervisor] _____ at [company/office/agency] _____, address: _____, phone: _____, fax: _____, email: _____.

The internship will last from (start date) _____ to (end date) _____.

The student will receive one academic credit of **SPCL392** (Pass/Fail) upon fulfillment of the requirements set forth in this contract.

1. Minimum number of hours for one academic credit is 100, but exact hour requirements, including student's schedule, are set on a case-by-case basis.
2. Minimum GPA of 2.0 is required.
3. Work products to be completed prior to the internship beginning:
 - a) A completed learning contract signed by the student, the supervisor, and faculty advisor.
 - b) A 1 page document listing daily internship duties (attached to learning contract); Some copying, gophering, etc. may be required, but the purpose of a learning contract is to provide clear guidelines for a substantive internship experience.
 - c) A 1-2 page document describing 3-4 learning objectives (goals) for your internship and how you plan on achieving them. (attached to learning contract)
 - d) A letter from your Internship Supervisor stating that you must receive academic credit in order to participate in the internship.
4. Work products to be completed and turned into UCS Internship Coordinator by the 2nd week of the Fall semester:
 - a) Write a 2-3 page reflection summing up your internship experience based on your learning objectives.
 - b) A time sheet documenting your hours worked, signed by your supervisor.
 - c) Internship Site Review: Complete a 1 page follow up to your internship site. How did you locate the internship? What was the environment of the organization? Would you recommend this organization/internship to other students?
 - d) An evaluation by your internship supervisor of your work/performance and sent to the Internship Coordinator.

Student/Intern: _____ Date: _____

PID# _____ Email: _____ Phone #: _____

Intern's Supervisor: _____ Date: _____

UCS Internship Coordinator: _____ Date: _____