

**Westfield State University
Department of Communication
INTERNSHIP CONTRACT & LEARNING OBJECTIVES**

To be completed by student intern in consultation with the site supervisor within two weeks after internship begins. Return to your faculty sponsor.

Student Name: _____ # Internship Credits: _____
Site Name: _____ Site Website: _____
Site address: _____
Anticipated Work Schedule (days/hours): _____
Supervisor Name: _____ Supervisor Phone: _____
Supervisor Email: _____ Faculty Sponsor Name: _____

Please type and attach pages as needed to this form; see Contract Sample.

1. Job Description - Describe in as much detail as possible your role and responsibilities while on your internship. List duties, meetings or other activities, projects to be completed, deadlines, etc.

2. Supervision - Describe in as much detail as possible the supervision to be provided by both the site supervisor and the faculty sponsor, type of activity and how often. (e.g. I will meet with my site supervisor weekly; I will keep a written log and meet with my faculty sponsor at a specified date every two week.)

Academic Supervision may include:

student journal/log	faculty/site supervisor conference
faculty/student conferences	agency visit
site supervisor written report	student report

3. Evaluation - How will your work performance be evaluated? By whom? Include evaluation activities by site supervisor and by faculty sponsor. Timetable (e.g. performance will be reviewed at mid-semester by site supervisor; daily log will be turned into faculty sponsor at a specified date every two weeks, etc.)

4. Learning Goals and Objectives - What do you intend to learn through this experience? Be specific using concrete terms. This is the lengthiest part of the written exercise (e.g. learn how to complete client intake procedures, including interviews and data collection as required, or learn how to research topics and maintain accurate records).

Student Signature _____ Date _____

Site Supervisor _____ Date _____

Faculty Sponsor _____ Date _____

Attach Internship Contract Learning Objectives – a separate document with details of the above. See Sample Contract on web site. Provide copies to your faculty sponsor and site supervisor.