Internships@State Learning Agreement

Participating in an internship provides rewarding opportunities for both MSU students and MSU departments. The Internships@State Learning Agreement allows students and supervisors the ability to design the internship as a learning opportunity to explore and learn valuable information and skills related to a specific job or project. Please make sure the supervisor and the student sign the learning agreement and keep a copy for their records. The Learning Agreement must be completed by the internship supervisor and the student intern and forwarded to the Internships@State program within the first week of a student’s internship start date.

Student name: ____________________________ Class Level: __________________
(Last) (First) (Middle)

Student E-mail: ____________________________ Student Major: ______________________|

Supervisor name: ____________________________________________________________

Phone: ____________________________ Supervisor E-mail: ____________________________

Title: ____________________________ Dept. ____________________________

Address: ____________________________________________________________________

Student internship title: ____________________________________________________________________

This internship is a: New position _______ Previous student position _______

Brief description of student’s duties (attach additional page or job description if necessary):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Internship start date: ____________________________ Completion date: ____________________________

Days/hours of internship: ____________________________________________________________________

Total number of hours per week: ____________________________ Paid (circle one): Yes No

Hourly pay rate: ____________________________ For Credit* (circle one): Yes* No

*Intern is enrolled in an MSU internship class. If internship is for MSU credit, the student is responsible for providing required documentation from the class instructor to the internship site supervisor.
Learning Objectives (Goals) for the Internship

NOTE: Developed by the student and supervisor (attach additional pages if necessary)

<table>
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<tr>
<th>Learning Objectives: What I want to learn or do</th>
<th>Learning Tasks and Strategies: How I am going to learn it and what resources will I use</th>
<th>Evaluation: How we will determine if I have accomplished the Learning Objective</th>
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**Student/Site Supervisor Meetings:** Specific times during the work experience should be set aside for supervisors and students to come together for feedback, evaluation of progress and discussion of the remaining portion of the internship. Please indicate expected frequency of student/site supervisor meetings (e.g., “Every 2 weeks.”)

Meeting Times: ____________________________________________

**Student Agreement** My supervisor and I discussed the objectives for my internship and I believe that they are appropriate for my experience.

Student signature: ___________________________ Date: __________________

**Supervisor’s Agreement:** The student and I discussed the objectives for the internship and I believe that they are appropriate for the experience and I will support the completion of these objectives during the internship.

Supervisor signature: ___________________________ Date: __________________

**Evaluations:** Students and supervisors will be required to complete evaluations at the middle and end of the internship. Please review the evaluations together (student & supervisor) and forward copies of the signed forms to the Internships@State office. Your comments are central to the evaluation process. Thank you for your assistance.

Please fax or mail completed and signed form to:

Bill Morgan – Internships@State Program  
Mail: 290 Spartan Stadium Office Tower, 535 Chestnut Road, East Lansing MI 48824  
Fax: (517) 353-2597  
E-mail: Morganw6@msu.edu  
Phone: (517) 884-1347

[Revised: 8-15-16]