

## LEARNING CONTRACT TIPS

The learning contract consists of learning objectives, strategies, evaluation methods and self evaluation/summary of experience. Goals or objectives are usually a more general statement, where strategies are more specific such as activities or processes to achieve your goals. Then you need to determine how you will measure your progress on achieving your goals. It is important that your goals and strategies are realistic, meaningful and attainable in your internship environment. You should write a draft first to review with the internship coordinator and the site supervisor for suggestions and approval for final version. Another tip would be to write a sentence for each goal and number them to correspond to strategies and evaluation.

**LEARNING OBJECTIVES:** Internship objectives or goals are usually what you intend or expect to learn. Are you looking to expand or improve your knowledge of a specific area, by testing or applying a set of skills or body of knowledge? Are you interested in “trying out” a specific career interest to determine if it is a good fit for your skills and personality? Are you simply trying to decide on a major or to clarify the path of your remaining years in college and beyond?

**STRATEGIES:** Describe the specific process or steps that you will do to achieve your objectives or goals. Will you be working on a specific project? How many hours will you spend? Will you ask your site supervisor for any books, articles or trade specific materials that you could read? Will you attend any meetings or conferences? Do you plan to arrange interviews or meetings with professionals about your chosen career? Will you ask for specific feedback or input from your supervisor and/or co-workers? You can use more than one strategy to meet each objective or goal.

**EVALUATION METHODS:** Describe how your progress for each objective or goal will be measured. How will you determine or how will others know that you have reached your objectives or goals? Will you keep a log? Will you make a record of your activities through the internship? For example, notes from meetings you attend, reports on suggested reading materials, reports or summaries of materials you have prepared for the organization, comments from others on your work.

**FINAL SELF EVALUATION:** Did you meet your goals and objectives? Where they meet based on your original strategies? Did you make adjustments to your strategies? Why and how? How would you describe your overall experience? Did you complete all assignments or projects given to you by your supervisor? Where you on time for work? Did you meet deadlines? Did you contribute anything not asked of you? How do you feel about your work and your ability to be responsible?