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STUDENT LEARNING CONTRACT

Name _____	Internship supervisor _____
Intern Address _____ _____	Agency _____ _____
Telephone Number _____	_____
E-mail _____	_____
	Complete address of agency _____
	Agency Telephone Number _____
	E-mail _____

The purpose of the learning contract is for you, in conjunction with your agency sponsor, to outline the goals, objectives and ground rules of the internship. It is both a vehicle for you to inform your agency sponsor of your educational needs and requirements and a contractual agreement between you, your host agency and the Department of History of James Madison University regarding your duties and responsibilities as an intern. In addition, it is a working document to help in evaluation meetings between you, your agency sponsor and Department of History faculty.

INSTRUCTIONS

1. Consult Dr. Borg for permission to register for "Internship in History," HIST 340, or HIST 640.
2. Provide complete, but brief, answers to the questions on the back of this sheet. Discuss the questions with your agency sponsor. Write about three to five pages that describe the nature of the internship.
3. Obtain the required signatures, after your agency sponsor has reviewed the contract.
4. Submit the original of the Learning Contract, *including* this cover sheet with signatures, to Dr. Borg.
5. Keep a personal copy of this contract.

I have received this contract and will monitor and evaluate this internship.

Signature of agency intern supervisor

Signature of faculty member

Signature of student

Date

STUDENT LEARNING CONTRACT QUESTIONS

1. Placement information

Outline the structure, goals, procedures and history of the agency. Whom does the agency serve? How is it funded?

2. Learning goals and objectives

Briefly list your goals and objectives for this internship. Goals are broad statements of the learner's expectations for the learning experience; objectives are specific statements of intended learning outcomes. What specifically do you plan to learn as a result of your internship? What new knowledge and skills do you hope to acquire? How do you expect to grow personally and professionally as a result of this experience?

3. Activities

What specific projects are you involved in? What are your duties and responsibilities? How do these activities relate to your learning objectives?

4. Supervision

Who is your supervisor at work? What are his/her duties and responsibilities? How will you receive feedback and evaluation from your supervisor?

5. Evaluation

How will your internship be evaluated by the Department of History? What arrangements have you made with your faculty sponsor for monitoring your progress (e.g. evaluation forms, work journal, oral reports, internship paper, or other written assignments)? How will you demonstrate what you have learned?