



# Wartburg College Internship Learning Contract

Center for Community Engagement • Student Center #184 • 100 Wartburg Blvd. Waverly, IA 50677  
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Website: [www.wartburg.edu/cce/internships](http://www.wartburg.edu/cce/internships)

## A. Information to be Completed by Student Intern

Student Intern \_\_\_\_\_ ID # \_\_\_\_\_  
Last Name First Name

Permanent Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Major \_\_\_\_\_ CUM GPA \_\_\_\_\_

Faculty Internship Sponsor \_\_\_\_\_ Title of Internship Position \_\_\_\_\_

Course Number \_\_\_\_\_ Number of Credits \_\_\_\_\_ (Minimum 140 hours per 1 credit)

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_ # of Weeks \_\_\_\_\_ Total Hours \_\_\_\_\_

Term and Year of Internship \_\_\_\_\_ Current Year in College \_\_\_\_\_ Completed Form Due \_\_\_\_\_

## B. Academic Component Description to be Completed by Student Intern and Faculty Sponsor

### Wartburg Common Learning Objectives (Attach Additional Sheets as Needed)

Wartburg has identified College Learning Outcomes for the purpose of integrating your college experiences and providing you with intentional opportunities for reflection and discussion.

What do you (the student) intend to accomplish through your internship? List specific learning objectives in the following areas:

1. Broad and Integrative Knowledge: You have taken a broad range of courses at Wartburg. How do you anticipate this internship helping you connect the courses you have taken? (Make reference to at least one course outside of our major).

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2. Deep and Distinctive Knowledge: How will this internship provide you an opportunity to demonstrate your depth of knowledge and improve your skills in your major of study? (Be specific).

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3. Collaboration: What opportunity will this internship provide to improve your ability to work with, and be respectful of, others?

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4. Communication: What type of projects do you anticipate this internship will offer to show your ability to write and speak effectively?

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**Methods of Evaluation**

What have you (the student) and your faculty advisor agreed on as curriculum to evaluate your learning objectives? (term paper, journal, project, portfolio, presentation, etc.)

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**C. Internship Site Information to be Completed by Student Intern and Internship Site Supervisor**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Internship Site Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Email \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_ FAX \_\_\_\_\_

Please describe the intern's job responsibilities, tasks, and learning opportunities. List activities, projects, meetings, trainings, etc.

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**D. Agreements and Signatures**

- **Student Intern:** I concur with and accept the academic and work assignments indicated above. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the organization's relevant policies/procedures and appropriate standards and ethical conduct.

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**Student Intern Signature**

**Date**

- **Internship Site Supervisor:** I have discussed the internship with the Student Intern, and we have agreed upon the assigned work components listed in this contract. I agree to provide training and consultation to the Student Intern in order to achieve the above learning outcomes, provide information concerning our organizational policies and procedures, meet with the Student Intern regularly, and provide a written evaluation of the Student Intern at the end of the term. I understand that an "employer evaluation" will be mailed to me.

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**Internship Site Supervisor Signature**

**Date**

- **Faculty Internship Sponsor:** I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning outcomes as indicated above. I further agree to meet regularly with the Student Intern to discuss the internship experience.

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**Faculty Internship Sponsor Signature**

**Date**

2/28/2017

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Department Chair Signature      Date

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Advisor Signature      Date

**E. Approval to be Completed by the Wartburg College Internship Coordinator**

This Internship Learning Agreement must be returned to and approved by the Internship Coordinator, Jo Dorrance, located in the Center for Community Engagement, Student Center #184.

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Internship Coordinator Signature

Date

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**A. Approvals**

For F-1 students only.

Is this internship required to complete your academic major?    Yes    No

Explain how the employment is curricular: (This will be entered into SEVIS)\_\_\_\_\_

\_\_\_\_\_  
Director of International Student Services

Date \_\_\_\_\_