LEARNING AGREEMENT

<table>
<thead>
<tr>
<th>Student Intern</th>
<th>Emmanuel ID</th>
<th>Address</th>
<th>Academic Term</th>
<th>Telephone</th>
<th>E-mail Address</th>
<th>Internship Site</th>
<th>Internship Title</th>
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1. **Job Description**: Describe your role and responsibilities while on your internship. List duties and projects to be completed.

2. **Supervision**: Describe the supervision to be provided by the internship organization. What kind of orientation, instruction, assistance, consultation, mentorship will you receive, and from whom?

3. **Learning Objectives**: What do you intend to learn through this experience? Be as specific as possible.

4. **Learning Activities**: Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, and meetings that will be part of your internship.

5. The **Student Intern** agrees to:
   - Perform to the best of his or her ability and to the satisfaction of the internship supervisor on all assigned tasks;
   - Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site;
   - Complete all required Emmanuel College departmental guidelines to be submitted to the Internship Coordinator no later than the first day of final exams week.

6. The **Internship Supervisor** agrees to:
   - Work directly with the student and make explicit arrangements with the student concerning the expectations, hours, duties, and overall goals described in this contract;
   - Provide a good learning environment for the student, with a minimum of routine work such as typing and filing;
   - Communicate periodically with the student about his or her performance, keeping a record of the student's hours and performance on the job;
   - Complete an evaluation of the student's performance. This evaluation will be sent to the Internship Coordinator for the student to receive internship credit.

_________________________________________  ______________________
Emmanuel College Student Signature           Date

_________________________________________  ______________________
Internship On-Site Supervisor Signature      Date