

University of Kentucky Internship Program
SAMPLE LEARNING CONTRACT

James W. Stuckert Career Center University of Kentucky
408 Rose Street, Lexington, KY 40506-0494 Phone (859) 257-2746 Fax (859) 323-1085
<http://www.uky.edu/careercenter/internships>

LEARNING CONTRACT MUST BE TYPED

Student Information

Student Name: Sample Student
E-mail: sample.student@uky.edu
Phone: (859) 555-5555
Address: 110 Water Street
City/ST/Zip: Lexington, KY 40503
Major: Marketing
College: Gatton College of Business and Economics
Class Level: Junior
Student Number *(not SSN)*: 0000000

Course Information

Semester/Year: Fall 2016
Course: EXP 396
Credit Hours: 3
Grade Option: Pass/Fail
Paid Unpaid

Internship Partner Information

Organization/Company Name:
Supervisor's Name:
E-mail:
Phone:
Address:
City/ST/Zip:

Hours

Starting Date: August 24, 2016
Ending Date: December 9, 2016
Total Number of Weeks: 16
Average Hours Per Week: 9
Total Hours Worked: 144

Describe the duties of your internship:

I will be an intern in the human resource department of a general hospital. My position will include basic training in wage and hour laws, insurance and benefits. I will assist in hiring housekeeping staff. I will spend the first week in general training for all new staff hired by the hospital; then I will work with the benefits division for five weeks to learn how to document salaries, determine benefits packages, and research information for staff inquiries. The remainder of my internship will be working directly with the hiring division to hire and place staff in housekeeping positions. I will learn how to evaluate applications, interview prospective candidates, and select new hires.

List your learning objectives for this experience:

(What do you expect to learn from this experience? Objectives should be measurable and achievable.)

1. To understand the benefits package designed by the hospital
2. To learn about wage and hour laws that affect this employer
3. To acquire skills as an interviewer
4. To gain perspective on employment issues in the health field
5. To learn how to effectively work within a team structure
6. To develop effective work habits and time management skills in a professional setting

Specify the assignments agreed upon with your faculty sponsor:

(Assignments are usually reflective in nature.)

1. Develop a portfolio of the benefits provided by this employer and write a brief synopsis of the value to employees (1-2 pages)
2. Present a 10-minute oral report to faculty sponsor on what I have learned and answer questions
3. Do a mock interview with faculty sponsor as the applicant
4. Keep a reflective journal and e-mail entries to faculty sponsor on a weekly basis

Specify dates and times you have agreed to meet with your faculty sponsor for critical reflection:

(Dates/times may be specific or in general terms. "To Be Determined" is not acceptable.)

We will meet every other Tuesday afternoon at 1:00 p.m. in the faculty sponsor's office.

Faculty Sponsor: Dr. J. Sponsor
Department: Marketing
Campus Address: 123 Gatton College
Phone: 257-7777
E-mail: djsponsor@uky.edu

YOUR Department Chair: Dr. M. Chair
Department: Marketing
(Or the signature of your department DUS)

John Sponsor

8/22/16

Michael Chair

8/22/16

Faculty Signature

Date

Department Chair Signature

Date

Sample Student

8/22/16

SCC

8/23/16

Student Signature

Date

James W. Stuckert Career Center

Date