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/students/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: Management
College: Business
Class Level: Junior
Student Number (not SSN): 0000000

Course Information
Semester/Year: Fall 2014
Course: EXP 396
Credit Hours: 3
Grade Option: Pass/Fail
Paid _____  Unpaid X

Internship Partner Information
Organization/Company Name:
Supervisor’s Name:
E-mail:  
Phone:  
Address:  
City/ST/Zip:
Starting Date: August 25, 2014
Ending Date: December 14, 2014
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.

Learning Contract
Page 1
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

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 faculty sponsor’s office.

____________________________________  ______________________________________
Faculty Signature                  Date  Department Chair Signature                 Date

John Sponsor  8/22/14                Michael Chair  8/25/14

Sample Student  8/25/14               CC Counselor  8/25/14

Student Signature               Date  James W. Stuckert Career Center  Date

Additional signature is required if you are a student in the College of Agriculture and enrolling in one of the 399 courses. Signature is not required if you are a College of Agriculture student enrolling in the EXP 396 or EXP 397 courses.

____________________________________
Associate Dean  Date