

## Learning Agreement Worksheet for School of Business

**FOR SCHOOL OF BUSINESS STUDENTS ONLY**: *Print this form and then prepare it as a draft to review with your internship faculty sponsor. When your faculty sponsor has approved this form, enter the information into the Career Connections Opportunities Board system to create the formal agreement with all parties: employer, department and yourself. If you need guidance, please contact the Internship Office at 253-535-7324.*

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Name \_\_\_\_\_ Student ID \_\_\_\_\_ Class Standing: SO JR SR GRAD  
Major(s)/Minor(s)/Concentration \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Current Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Current Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Graduation Date \_\_\_\_\_

**CONSULT YOUR WORK SUPERVISOR TO ASSURE ACCURACY IN THIS SECTION**

Employer (Firm Name) \_\_\_\_\_ Internship Begins \_\_\_\_\_ Date \_\_\_\_\_ Ends \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Non-Profit Org.   
Work Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_ URL \_\_\_\_\_  
Compensation: Work-Study \_\_\_\_\_ Wages \$ \_\_\_\_\_ / \_\_\_\_\_ Hours/Week \_\_\_\_\_ No. of Weeks \_\_\_\_\_  
Hr, Wk, Mo, Yr  
Unpaid \_\_\_\_\_ Other \_\_\_\_\_ \$ \_\_\_\_\_  
Commission, Meals, Housing, Travel, etc.

**CONSULT YOUR FACULTY SPONSOR TO COMPLETE THIS SECTION** Course (Department & Number) \_\_\_\_\_ Credit Hours \_\_\_\_\_

Faculty Sponsor's Name \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_  
Title of Internship Position \_\_\_\_\_ Academic Project Due Date \_\_\_\_\_  
Describe Employer's Business: \_\_\_\_\_ Intern's Specific Duties: \_\_\_\_\_

**LEARNING PLAN**  
**Consult Your Faculty Sponsor to Complete This Section**

Term \_\_\_\_\_

Student Name \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_ Course \_\_\_\_\_ Credit Hrs \_\_\_\_\_

OBJECTIVES TO BE MET	RESOURCES AND METHODS TO BE USED	DOCUMENTATION OF LEARNING
<p>This is where you outline what you expect to learn from this internship experience. Determine these by yourself, in conference with your faculty sponsor and/or with your work supervisor.</p>	<p>This is where you outline what you will do at your work site to achieve the objectives. Much of this is based on your work assignment but is not limited to your job. You have resources and opportunities beyond your work that can help you achieve your objectives. Review your job description and visit with your work supervisor and your faculty sponsor to complete this section.</p>	<p>This is where you summarize what you will do to document your learning and objective achievement. Examples: a daily log of your activities with comments on what you learned; periodic progress reports on your objectives; or a final reflective paper (usually more than one documentation method is assigned). Visit with your faculty sponsor to complete this section.</p>

***When entered into the Career Connections Opportunities Board system, it will be processed for authorizations from your faculty sponsor, department chair, and employer. This will generate your registration. Go to [plu.edu/intern](http://plu.edu/intern) and click on the Career Connections Icon on the right. In the left menu, you will see "Complete the Internship Learning Agreement" link. Select the term of your internship, click the "Other" tab, and follow through. If you have any questions, please contact the Internship Office at 535-7324.***