

## What is a Learning Agreement?

A learning agreement is a document which summarizes the responsibilities of all parties involved in the internship or co-op. It also clearly outlines the student's work duties, learning goals, and academic assignments and evaluation methods (internship only). It provides contact information for each party, the intended work schedule and term of the experience, and also identifies responsibility for liability/ workers compensation insurance. An Internship Learning Agreement solidifies the relationship between the student, employer, and university. ***A signed Learning Agreement must be on file at the Experiential Learning Center prior to the first day of your internship or co-op.***

Since internships and co-ops are *give and get* learning experiences, your learning objectives are a very important aspect of a successful experience. The *give* is the effort you apply and the work you produce for your employer. The *get* is what you want to receive from your internship/co-op experience. What you *get* is what you will take away from your experience after it ends, and most importantly, what will open doors to your career.

## Creating Internship/Co-op Learning Objectives

Learning objectives provide the foundation and framework for learning during your internship or co-op experience. They allow you to focus your internship/co-op activities in a way that stimulates your professional development. By creating learning objectives you are actively developing self-directed learning skills, which are an important part of continued personal growth. Sound learning objectives will enable you to answer the question, "What will I be able to do as a result of this internship experience?"

A learning objective is a written statement describing specific measurable achievements you want to accomplish during the internship or co-op experience. The objectives should represent the job responsibilities, assist in your professional development, and be relevant to your course of study or major. Review them with your faculty and work supervisors before the internship/co-op begins to make sure your objectives are realistic, beneficial and in alignment with the responsibilities of the position.

## Sample Learning Objectives

- Learn the methods involved in researching legislation for committee assignments.
- Develop communication skills needed to respond to constituents' letters.
- Analyze political theories used in campaign planning.
- Study wage and hour laws.
- Learn to develop appropriate test items for employment tests.
- Gain an overall perspective on insurance and benefits provided by employees.
- Study the methods of cost accounting used by this firm.
- Learn to apply the principles of accounting to tax preparation.
- Determine if working for an accounting firm is an appropriate career goal for me.
- Learn to administer and interpret personality inventories.
- Develop my potential as a facilitator in group counseling.
- Research teenage alcoholism and identify at least five factors that contribute to the problem.