

# INTERNSHIP LEARNING CONTRACT

THIS LEARNING CONTRACT MUST BE NEGOTIATED AND SIGNED BY THE INTERN AND SUPERVISOR AND APPROVED BY THE DIRECTOR OF SERVICE LEARNING BEFORE THE INTERNSHIP ASSIGNMENT IS BINDING.

THIS AGREEMENT NEEDS TO BE COMPLETED BEFORE BEGINNING OR EARLY IN THE INTERNSHIP ASSIGNMENT.

**PLEASE MAKE A PHOTOCOPY OF THIS AGREEMENT FOR FUTURE REFERENCE.**

## **I. GENERAL INTERN INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **II. GENERAL SUPERVISOR INFORMATION**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

PHONE: OFFICE (\_\_\_\_) \_\_\_\_\_ HOME (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## **III. INTERNSHIP OVERVIEW**

Internship Title / Position: \_\_\_\_\_

Learning Contract Period: FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_ Credit Hours X 105 work hours/credit = \_\_\_\_ hours (Determined by the Internship Director)

## **IV. SPECIFIC AREAS OF RESPONSIBILITY:**

LIST THE ACTIVITIES AND EXPERIENCES THE INTERN, UNDER SUPERVISION, WILL BE INVOLVED IN DURING THE INTERNSHIP ASSIGNMENT. **(USE OTHER SIDE OR A SEPARATE SHEET FOR ADDITIONAL SPACE AND ATTACH A FORMAL JOB DESCRIPTION IF THERE IS ONE)**

**ACTIVITY/PROJECT/RESPONSIBILITY**

**ASSIGNMENT DETAILS**

**V. DESIRED OUTCOMES:**

Intern: List the areas you want to experience, learn and grow in this internship assignment.

Supervisor: Please indicate the outcomes your desire the intern to achieve through this experience.

**VI. FUTURE VOCATIONAL TIES**

My Major at CBC is \_\_\_\_\_ . How does this internship tie to your major and / or your vocational goals?

**VII. Report Dates**

We commit to handing in our reports on the following Dates

Intern (a minimum of 5 reports/school year; 3 reports/summer):

_____	_____
_____	_____
_____	_____

Supervisor (a minimum of 3 reports)

_____	_____
_____	_____

**VIII. Mentoring Meetings**

We have agreed to have our weekly supervisor / intern mentoring meetings on \_\_\_\_\_ (day) at \_\_\_\_\_ (time) and commit to keeping those meetings going throughout the internship contract period.

**IX. PRACTICAL ARRANGEMENTS**

**1. TRANSPORTATION**

Outline the provisions for transportation (if applicable)

**2. FINANCIAL ARRANGEMENTS:**

Describe remuneration arrangements (if applicable)

The organization is willing to:

\_\_\_ Pay a Salary of \_\_\_\_\_

\_\_\_ Provide Room / Board (For summer Interns)

\_\_\_ Give an honorarium of \_\_\_\_\_

\_\_\_ Pay for the students Internship Tuition

\_\_\_ Help with expenses – please specify \_\_\_\_\_

Other:

**3. HOUSING**

Outline provisions for room and board (if applicable)

**X. OTHER AREAS REQUIRING DEFINITION**

**XI. STIPULATIONS:**

MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE COLUMBIA INTERNSHIP MANUAL AND CLEARLY UNDERSTAND THE **GUIDELINES** AND **REQUIREMENTS** OF THE INTERNSHIP PROGRAM AS OUTLINED AND WILL DO MY BEST TO FULFILL THOSE EXPECTATIONS.

Termination of this Contract requires mutual consent by the Supervisor and Intern. The Director of Internship should be consulted before such action is taken.

INTERN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN THIS LEARNING CONTRACT TO  
THE DIRECTOR OF SERVICE LEARNING,  
COLUMBIA BIBLE COLLEGE,  
2940 CLEARBROOK RD.,  
ABBOTSFORD, BRITISH COLUMBIA V2T 2Z8.  
E-mail: doug.epp@columbiabc.edu  
Fax: 604-853-3063