

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 (see syllabus for guidelines):

Intern

_____	_____
_____	_____
_____	_____

Supervisor

_____	_____
_____	_____

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. Reading

The intern is expected to read at least 125 pages for every internship credit and so the supervisor is assigning the following books to fulfil the additional reading assignment:

X. 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)

XI. OTHER AREAS REQUIRING DEFINITION

XII. STIPULATIONS:

The student has talked to their Program Director about this Internship placement and they approve that it is a valid internship placement.

PROGRAM DIRECTOR'S SIGNATURE: _____ DATE: _____

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 Service Learning 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