



**UNDERGRADUATE STUDENT INTERNSHIP LEARNING PLAN**  
**PART I: GENERAL INFORMATION**

A. STUDENT NAME:		BANNER ID:	
INTERNSHIP CONTACT INFORMATION			
CAMPUS/STREET ADDRESS:			
CITY/STATE/ZIP:			
HOME PHONE:		INTERNSHIP PHONE:	
MEDAILLE E-MAIL:		INTERNSHIP E-MAIL (IF APPLICABLE):	
B. INTERNSHIP SITE			
NAME OF ORGANIZATION:			
ADDRESS:			
NAME/TITLE OF SUPERVISOR:			
SUPERVISOR'S PHONE NUMBER:		SUPERVISOR'S E-MAIL:	
C. MEDAILLE INFORMATION			
DEPARTMENT/MAJOR			
INTERNSHIP COORDINATOR NAME AND TITLE			
ADDRESS			
CITY/STATE/ZIP			
PHONE		E-MAIL	
SEMESTER	COURSE #	CREDIT AWARDED	
START DATE		END DATE	



MEDAILLE  
COLLEGE

## UNDERGRADUATE STUDENT INTERNSHIP LEARNING PLAN PART II: STUDENT PLAN FOR LEARNING

While a successful internship will generate a breadth and depth of learning that cannot be fully captured in any short list of educational objectives, the most effective internships are typically those that begin with the robust, active, and engaged participation of students seeking to extend their learning beyond the classroom and to design their own learning. The academic preparation for an internship affords you a unique opportunity, in consultation with experts, to shape your own learning and largely create your own class.

Beginning the process by crafting a set of coherent learning objectives carefully aligned with the means to achieve them through pre-approved on-site tasks and activities will ultimately enrich your direct on-site experience by giving you a solid intellectual base from which to embark on your journey. Thinking as well about how you will generate, document, and evaluate your learning before you arrive in the field will produce deeper, more sustained learning and help you gain full value from the internship. Plan well.

LEARNING OBJECTIVES (what you expect to learn)	TASKS/STRATEGIES (how you will achieve your learning objectives)	EVIDENCE & EVALUATION OF ACCOMPLISHMENT (how will you know when and how effectively you have achieved your stated objective)



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PART III: APPROVALS AND ACCOUNTABILITIES**

<p><b>1. Student Intern:</b> I accept responsibility for the design and achievement of my internship learning as outlined in the above Student Internship Learning Plan. I will make every reasonable effort to be an engaged, active learner and reflective practitioner who gained full value from my field experience. I will conduct myself in accordance with the host organization’s and field supervisor’s code of conduct for workplace behaviors. Should I encounter difficulties during my internships, I will immediately contact my internship evaluator for assistance.</p>	
Signature	Date
<p><b>2. Faculty Internship Coordinator/Evaluator:</b> I have been consulted in the development of the Student Internship Learning Plan and I approve it. During the period of the internship, I agree to support and mentor the intern and to provide assistance to the site supervisor. I accept responsibility for the final evaluation of the student’s performance and the submission of a final grade.</p>	
Signature	Date
<p><b>3. Site Supervisor:</b> I have participated in the development of the Student Internship Learning Plan, and approve the learning objectives and tasks I agree to supervise the intern and provide the assistance (training, consultation) necessary to help the student have a successful learning experience. I will participate in the student’s final evaluation.</p>	
Signature	Date