Learning Contract
BSCI 258: College Park Scholars–Life Sciences Internship

INFORMATION
Name: _____________________________  E-Mail: _____________________________
UID#: _____________________________

Title of Internship/Research Position: _________________________________________
Organization/Department: _____________________________________________________

Name of Supervisor: __________________________________________________________
E-mail of Supervisor: _________________________________________________________
Phone # of Supervisor: ________________________________________________________

Internship Start Date: ____________ Internship End Date: _________________

GRADING:
Intern: The student should follow the BSCI 258 syllabus provided by the instructor.

 Supervisor: The supervisor must write an evaluation of the student and send it to the
instructor at the end of the 96-hour internship experience. It should be signed and on
company letterhead. This letter should verify the number of hours the student has worked
and give a descriptive evaluation of the quality of work provided by the student during
the internship.

THE INTERNSHIP/RESEARCH
Job Description: Describe in as much detail as possible your role and responsibilities
while on your internship. List duties to be completed, deadlines, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Source: Becky Kennemuth
Assistant Director, College Park Scholars Life Sciences Program, University of Maryland
Adapted From: Mark Kenyon
Director, Office of Internships and Career Development, Emmanuel College
GOALS and OBJECTIVES:

Definition of Goals:    Broad, general, and abstract intentions
Definition of Objectives:    Narrow, precise, and measurable accomplishments

Example Goal:    Determine my feelings about a future career in medicine
Example Objective:    Develop a list of pros and cons for a career in medicine

Example Goal:    Learn about conducting research
Example Objective:    Identify the top five qualities/skills of a successful researcher

Example Goal:    Better understand the professional working environment
Example Objective:    Categorize appropriate behaviors and inappropriate behaviors for the professional environment.

Please outline your goals and objectives below:

Goal:

Objective:

Objective:

Goal:

Objective:

Objective:

Goal:

Objective:

Objective:

Source:  Becky Kennemuth
Assistant Director, College Park Scholars Life Sciences Program, University of Maryland
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LEARNING ACTIVITIES

On-the-Job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., that you will do while working, relating them to what you intend to learn.

Off-the-Job: List reading, writing, peer-group discussion, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: How will you know what you have learned, or that you have achieved your learning objectives? How do you wish to evaluate your progress toward meeting these objectives? Who will evaluate? When?

The undersigned agree to the conditions set forth in this document for this internship.

Student: __________________________ Date: ________________

Supervisor: ________________________ Date: ________________

Please complete and submit this contract within 2 weeks of the start date of your internship.

Source: Becky Kennemuth
Assistant Director, College Park Scholars Life Sciences Program, University of Maryland

Adapted From: Mark Kenyon
Director, Office of Internships and Career Development, Emmanuel College