

**WESTERN KENTUCKY UNIVERSITY
DEPARTMENT OF COMMUNICATION
INTERNSHIP PROGRAM**

Learning Contract

Name:		WKU ID #:	
Address:			
City:	State:	Zip Code:	
Home Phone: () -		Work Phone: () -	
E-mail Address:			
Internship Site:			
Address:			
Phone: () -		Fax: () -	
Internship Site Supervisor:			
Start Date for the Intership:		Completion Date of the Internship:	

On a scale of 1-5 (1 = strongly disagree, 5 = strongly agree), please indicate how much the student will be able to learn about the following aspects of your organization while working in this internship position.

Specific Learning Objectives	1	2	3	4	5
Key skills and competencies required by internship organization	0	0	0	0	0
The core business of the internship organization	0	0	0	0	0
How the internship organization measures its success	0	0	0	0	0
How teamwork functions in the internship organization	0	0	0	0	0
How networking functions in the internship organization	0	0	0	0	0
The organizational culture of the internship organization	0	0	0	0	0
The internship organization's hierarchy	0	0	0	0	0
The internship organization's policies and procedures	0	0	0	0	0
How the site communicates with its constituents/key publics	0	0	0	0	0

Responsibilities of the intern (projects, tasks):

Academic and Professional Benefits of the Internship: (Please describe as specifically as possible some of the knowledge and skills that the intern will be acquiring.)

Internship Site Supervisors participate in the evaluation of Department of Communication interns. Please describe the criteria that will be used to evaluate the intern.

Has the intern ever been employed at this site in any other capacity? Yes _____ No _____
 If yes, briefly describe the intern's previous responsibilities.

Is the internship paid?: Yes _____ No _____

What hours will the intern be spending at the internship site each week?

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:00					
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00					
1:00 - 2:00					
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					

The Department of Communication compiles a list of internship site supervisors who would be available to discuss their professional expertise with interested students. If you would be willing to be included in our resource list, please indicate below:

_____ I would be willing to be included as a resource person. _____ I must decline at this time.

