



Learning Contract
James Madison College
Field Experience Program

PART I: *(to be filled out by student)*

A. Name: _____

Home address while on internship:

(street)

(city) (state) (zip)

(phone)

B. Internship Organization: _____

Address: _____

City, State, Zip: _____

Starting Date: _____ Ending Date: _____ Hours Per Week: _____

Name of Supervisor: _____

Supervisor's Position: _____

Supervisor's Email: _____

Due Date:

The Learning Contract is due approximately 1-2 weeks after internship start date.

Upload to course D2L when completed (electronically or physically).

A copy will be placed in your student file for reference.

PART II: THE INTERNSHIP *(to be filled out by student)*

A. Job Description: Describe in as much detail as possible your role and responsibilities.
List duties, projects to be completed, deadlines, etc.

B. SUPERVISION: Describe in as much detail as possible the supervision to be provided.
What kind of instruction, assistance, consultation, you will receive from whom, how frequently, etc.?

C. EVALUATION: How will your work performance, skills, and preparedness be evaluated?
By whom? When?

PART III: LEARNING OBJECTIVES/LEARNING ACTIVITIES/EVALUATION
(to be filled out by student)

A. Learning Objectives: What do you intend to learn through this experience? Be specific. Try to use concrete, measurable terms.

B. Learning Activities: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn

C. EVALUATION: How will you know what you have learned, or that you have achieved your learning objectives? How will you evaluate your progress toward meeting these objectives?

GUIDELINES FOR JAMES MADISON FIELD EXPERIENCES

Internships must be approved by the Field Experience Coordinator to ensure that they meet the College's criteria for Field Experience placements. These guidelines are as follows:

1. The internship must be a 35-40 hour per week commitment for 12-14 weeks for a full-time Field Experience; or an 18-20 hour per week commitment for 12-14 weeks for a part-time Field Experience.
2. The internship supervisor must be a full-time, non-clerical professional. This person should be able to provide a professional perspective for the intern, instruct the intern properly and reveal important aspects about working in real world situations, and assign substantive, meaningful projects.
3. The intern must be exposed to public affairs issues, business practices, policy-making processes decision-making concepts, etc. on which a Madison education has focused. If, for example, a student interns with a private sector organization, his or her work should include involvement in such issues as government regulations, legislative concerns, public affairs, public service, and labor or industrial relations.
4. An intern's clerical duties can only constitute *roughly* 15% of his or her internship responsibilities. The intent is for students to be exposed to substantive responsibilities that allow them to be actively engaged with important issues through their internships.

PART IV: AGREEMENT (*physical or electronic/write-in signature*)

JMC has certain expectations for the students' experience, but any arrangements are not meant to legally bind the university; this collaboration is not intended to create a joint venture, partnership, or any other legal relationship between the university and host organization. The students are not employees or agents of the university; they are volunteer learners responsible for their own actions and decisions.

This contract may be terminated or amended by student, internship supervisor, or Field Experience Coordinator at any time upon written notice, which is received and agreed to by the other two parties.

(Student)

(Date)

(Internship Supervisor)

(Date)

(Field Experience Coordinator)

(Date)