

**Individualized Student Learning Contract  
Transcript Notation Internship Program**

**Student Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Host Organization** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Email** \_\_\_\_\_

**Work Schedule** \_\_\_\_\_ **Dates** \_\_\_\_\_ **to** \_\_\_\_\_

**Total # Hours** \_\_\_\_\_ **(hours) X** \_\_\_\_\_ **(weeks) =** \_\_\_\_\_ **(total hours) Compensation \$** \_\_\_\_\_ **per** \_\_\_\_\_

**Job Description:** Describe in as much detail your role and responsibilities as an intern (duties, projects, deadlines, etc.)

Learning Objective: To learn \_\_\_\_\_

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will comprehend this knowledge.

- 1.
- 2.

Learning Objective: To learn \_\_\_\_\_

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will comprehend this knowledge.

- 1.
- 2.

**Supervision:** Describe in detail the supervision to be provided, including frequency of meetings, method of instruction, etc.

**Agreement:** This contract may be amended or terminated by the student, Site Supervisor, or Internship Coordinator at any time with written notice that is received and agreed to by the other two parties.

Student Signature _____	Date _____
Site Supervisor Signature _____	Date _____
Internship Coordinator Signature _____	Date _____