

UNIVERSITY OF TEXAS AT AUSTIN  
HMN 310wb: Internship Course  
**LEARNING AGREEMENT**

This agreement is to be completed, understood, and signed by the student intern and the employer (Supervisor) to ensure that both parties concur with the goals and expectations of the internship.

**SECTION I: To be completed by the Internship Supervisor. Please print or type.**

Supervisor's Name \_\_\_\_\_  
Supervisor's Phone \_\_\_\_\_ Email \_\_\_\_\_  
Student Name \_\_\_\_\_  
Internship Start Date \_\_\_\_\_ Internship End Date \_\_\_\_\_  
Number of Hours/Week \_\_\_\_\_ Paid/Unpaid \_\_\_\_\_  
Company/Organization \_\_\_\_\_ Department \_\_\_\_\_  
Address of Internship Location \_\_\_\_\_

**Supervisor's Goals/Learning Objectives for the Intern**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Intern's Responsibilities and Duties**

\_\_\_\_\_

**Describe the supervision to be provided by the your organization. What kind of orientation, instruction, consultation, feedback, assistance, and/or mentorship will the student receive?**

\_\_\_\_\_

**SECTION II: To be completed by the student. Please print or type.**

**Student's Goals/Learning Objectives for the internship: What do you intend to learn through this experience? Be as specific as possible.**

1.
2.
3.

**Learning Activities: Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings, etc., that will be a part of your internship, relating them to your learning objectives.**

--

**SECTION III: To be signed by the student and the supervisor.**

*Internship Supervisor:* In signing below, I, the supervisor, verify the following: (a) my organization is an established for-profit or non-profit entity recognized as such within my professional community; (b) my organization is bonded and/or holds sufficient business and liability insurance to cover students interning with my organization and on my business premise; (c) I will provide my interns with direct and daily supervision and guidance, I will be accessible to my interns on a regular basis; (d) I will assign meaningful learning tasks/projects that are consistent with the internship description; (e) my interns will be working in a professional, established working environment.

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Student:* I concur with all components of this Learning Agreement and agree to carry out the objectives, strategies and methods of the agreement promptly and to the best of my ability. I understand that the University of Texas at Austin has no control over any hazards to which I may be exposed during the internship and do not hold the University liable for any accidents that may occur. I will adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and punctual reporting to the internship site.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_