

York Internship & Co-op Programs

YU Experience Hub

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Learning Agreement Instruction Guide

Please read the instructions below. Discuss the contents with your supervisor within the first 3 weeks of your internship. Upload the completed documents (Learning Agreement and Learning Objective Table) by the end of the 4th week of your internship. See the Internship website for detailed instructions. Save a copy to refer to later, as you will be asked to reflect on your objectives at the end of each term in your Work Term Report(s).

Please note: The Learning Agreement only needs to be completed ONCE during your internship. If you start a new internship, you will need to complete another agreement.

Part 1: The Internship

i) Logistics: Fill in the required information.

ii) Job Description: Describe your internship role. Identify your duties and responsibilities, projects that you will undertake, teams you will work with, products or services you will provide, clients you will serve, programs you will use, etc.

Please note: You may copy and paste from your job description

iii) Supervision Details: Describe the supervision that will be provided at the internship site. What orientation, instructions, assistance, guidance and consultation will you receive? From whom? Will you have regularly scheduled meetings with your supervisor?

iv) Evaluation Details: Each term your direct supervisor will be asked to complete a student evaluation, but you may also be evaluated in other ways or during other points of your internship. Discuss your evaluation process with your supervisor. If applicable, answer the following questions: Who will evaluate your work performance? (e.g. manager, direct supervisor, team) How and when will this happen? (e.g. monthly meetings, progress reports, etc.)

Part 2: Learning Objectives: Complete the Learning Objective table, identifying 3-5 objectives of your internship and upload, along with your Learning Agreement, by the 4th week of your internship. The learning objectives should be specific to your personal internship experience. Begin to think about your learning objectives even before you start the internship. Have some objectives in mind before meeting with your supervisor, and then discuss with her/him whether they are appropriate and realistic for this internship. Modify your objectives as needed.

As you complete the Learning Objective table you may want to consider the following questions to help you determine or clarify your objectives:

- Why did you choose to take part in an internship? What are you hoping to gain from it? (e.g. to gain hands-on experience, to make contacts, etc.)

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- How do you think this experience may relate to your past or present studies? (e.g. applying theories you learned in courses, practicing technical skills you used in labs)
- What skills would you like to learn? What skills do you already possess that you would like to develop or improve? (these might be technical skills such as programming or non-technical skills like communication)
- What new knowledge would you like to acquire? (e.g. about your field of study, the structure of the business/organization for which you will be working, etc.)
- What would you like to accomplish during your internship? (e.g. lead a presentation, design a database, earn a certificate, etc.)

Part 3: Learning Agreement Review

The purpose of this Learning Agreement is to ensure that its contents are jointly agreed upon by you and your supervisor in order to increase the likelihood that you achieve your objectives and make the most of your internship experience. Review Parts 1 and 2 with your supervisor and date accordingly.

Checklist:

- Internship Logistics filled in
- Job Description completed
- Supervision Details completed
- Evaluation Details completed
- Learning Objective Table completed
- Reviewed by supervisor and dated

This instruction guide is for your own use. It does not need to be submitted.