# Learning Contract - Intern

The Learning Contract is an agreement between an intern, their manager and CareerTrackers Advisor. It is based on the intern’s goals, the needs of the team in which they will be working, and the requirements of the CareerTrackers program. It also helps to set clear expectations of everyone involved in the internship.

The Learning Contract provides a syllabus for all CareerTrackers internships. It includes two standard goals that apply to all interns, as well as two unique goals that an intern will develop, and is structured in the following format.

**Learning goals:** The Learning Goals are the intended outcomes for an intern during their internship.

**Tasks & strategies:** This includes a set of tasks and strategies associated with each Learning Goal. They are the specific actions that will help guide the intern to achieve their goals. These should be action oriented and begin with a verb.

## Lifecycle of a Learning Contract

During the first week of the internship, a meeting will take place between the intern, their manager and CareerTrackers Advisor to discuss and agree on the goals for the internship. The intern is required to take notes during the meeting and develop the draft Learning Contract and circulate to their manager and Student Advisor for final approval.

The Learning Contract is designed to provide a baseline for the internship, which outlines the key activities and projects that the intern should undertake during the course of their internship. Each week during the internship interns are required to update their CareerTrackers Advisor on their overall progress.

At the end of the internship, managers are asked to evaluate the performance of their intern. The Learning Contract is a reference point and can be used as a benchmark for the intern’s performance.

## Creating a Learning Contract

Step 1: Prepare by developing a list of potential projects and identify the main skills that will be required to be successful in the internship (bring to the Learning Contract Meeting).

**Owner: Intern & Manager**

Step 2: Schedule a meeting between the intern, manager, workplace buddy and CareerTrackers Advisor to discuss and agree upon the Learning Contract. Review the key dates section and schedule a date for the end of the internship presentation.

**Owner: Intern, Manager, Buddy, CareerTrackers Advisor**

Step 3: Finalise the Learning Contract and send a copy to the manager and CareerTrackers Advisor.

**Owner: Intern**

Step 4: Submit weekly to your CareerTrackers Advisor of any changes, outstanding achievements or additional support required.

# Learning Contract - Intern

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| **Intern** |  |
| **Manager** |  |
| **Company** |  |
| **CareerTrackers Advisor** |  |

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| **Goal #1** | **To gain knowledge of the operations of my organisation, team and department.** |
| **Tasks & strategies**   1. Observe the functions of the various departments of the organisation and write a brief description of each. 2. Conduct informational interviews with members of two other departments within my organisation and prepare a written analysis comparing and contrasting the services offered by each department. 3. Conduct interviews with two Managers within the organisation and prepare an analysis of their career path. Also document three pieces of advice that the Manager has to get the most out of the internship experience. | |

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| **Goal #2** | **To develop and refine my professional skills, including presentation & public speaking skills.** |
| **Tasks & strategies**   1. Develop a weekly diary of my internship to document key learning’s, project achievements and interpersonal skill development progress. 2. Create and deliver a 5-minute presentation at the completion of the internship to demonstrate key learning and workplace contribution. 3. Identify my professional development needs and seek feedback regarding areas of further development from at least one member of my team. | |
| **Graduate capabilities –** select from Appendix A the top five skills needed to develop and be successful in this internship. | |

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| **Goal #3** |  |
| **Tasks & strategies** | |

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| **Goal #4** |  |
| **Tasks & strategies** | |

## Key Dates

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| **Program Day** |  |
| **End of Internship Presentation** |  |
| **Intern Evaluation Meeting** |  |
| **Other Dates** |  |

## Appendix – Graduate Attributes

