

# 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 one unique goal 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.

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## 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, 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 any changes, outstanding achievements or additional support required.

## Working from home considerations (as required)

<b>Work Location (address)</b>	
<b>Work hours</b>	
<b>Regular Team Check-in Plan</b>	
<b>Access to Physical Resources Required</b>	
<b>Additional Support Required</b>	
For me, successfully working from home looks like...	
I'm going to stay connected with my team by...	

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Intern	
Manager	
Company	
CareerTrackers Advisor	

<b>Goal #1</b>	Gain knowledge of the operations of my organisation, team and department, and observe how they interact and work with other functions within the organisation.
<p><b>Tasks &amp; strategies</b></p> <ol style="list-style-type: none"> <li>a. Observe the functions of the various departments of the organisation and write a brief description of each.</li> <li>b. 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. Connect with the CareerTrackers interns and alumni at my organisation and learn more about their areas.</li> <li>c. 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.</li> </ol>	

<b>Goal #2</b>	Build transferable skills and knowledge that will contribute to greater performance at university and work, including developing presentation and public speaking skills.
<p><b>Tasks &amp; strategies</b></p> <ol style="list-style-type: none"> <li>a. Develop a weekly diary of my internship to document key learnings, project achievements and interpersonal skill development progress.</li> <li>b. Create and deliver a 5-minute presentation at the completion of the internship to demonstrate key learning and workplace contribution.</li> <li>c. Identify my professional development needs in the Graduate Attributes table and seek feedback regarding areas of further development from at least one member of my team.</li> <li>d. Meet with subject matter experts and managers who can share tips and insights that are relevant to my university courses.</li> </ol>	

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e. Attend relevant meetings, training sessions and work events.

**Graduate capabilities** – select the top five skills in the Graduate capabilities framework you need to develop to be successful in this internship.

- 1.
- 2.
- 3.
- 4.
- 5.

## Goal #3

Support the team through the delivery of my own projects, [add details] and contribute to ongoing work in the business including [add details].

## Tasks & strategies

- a.
- b.
- c.
- d.
- e.

## Key Dates

Program Day Workshops	
LDI (Summer only)	
End of Internship Presentation	
Intern Evaluation Meeting	
Christmas Break (Summer only)	
Other Dates	

# Graduate Attributes

<b>Personal Leadership</b> Navigates present and upcoming challenges despite the situation or circumstance	<b>Self-Actualisation</b> Builds resilience through understanding of strengths and potential.	<b>Delivering Results &amp; Meeting Expectations</b> Surpasses expectations & delivers results to internal/external clients.	<b>Relationships &amp; Teamwork</b> Establishes good relationships & works collaboratively as part of a team.	<b>Communication</b> Influences others through good communication.	<b>Culture &amp; Community</b> Driven by the communities we serve & empowers Indigenous advancement.
<b>Autonomy</b> Can act autonomously and lead their own projects and initiatives.	<b>Driven</b> Has a desire to reach their potential and become the best that they can be.	<b>Balanced</b> Takes pride in work and effectively balances quality, service, and productivity.	<b>Being accountable</b> Transparent when anticipating problems or errors and proposes solutions.	<b>Timing</b> Communicates and responds to issues in a timely manner	<b>Relationships</b> Deepens connection to other interns & Alumni & creates mutually beneficial relationships.
<b>Takes responsibility</b> Does what they say they will do, when they say they will do it.	<b>Differences</b> Constructively identifies difference in ideas and opinions with others.	<b>Exceeds expectations</b> Driven to deliver over and above the expectations of clients.	<b>Interdependent</b> Seeks help and support from the right people at the right time.	<b>Written</b> Writes in a clear concise manner, using appropriate grammar, style and language for the reader.	<b>Impacting</b> Positively contributes to programs & initiatives that are important within the Indigenous community.
<b>Makes sound judgement</b> Exercises sound judgement and makes good decisions in difficult or stressful situations.	<b>Learns from mistakes</b> Finds value and comfort in learning from mistakes and uses it to build performance.	<b>Identifies priorities</b> Seeks to understand the main work priorities from clients.	<b>Flexible</b> Adjusts to the style of others and is open to new and different ways of doing things.	<b>Active listener</b> Concentrates on what's being said and empathises to gain understanding and perspective from others	<b>Empowers others</b> Mentors less experienced students in the program by encouraging and providing support.
<b>Problem solving</b> Demonstrates curiosity to learn and solve problems by breaking down complex issues into smaller tasks.	<b>Considerate</b> Seeks to solve problems and issues beyond their own.	<b>Attention to detail</b> Pays attention to detail and focuses on issues that are relevant to the situation.	<b>Taking direction</b> Involves others in decisions and is comfortable taking direction.	<b>Read cues</b> Identifies the style and preferences of others and changes their approach to build influence.	<b>Enhancing</b> Driven to support the preservation & growth of Aboriginal & Torres Strait Islander culture & communities.
<b>Self motivated</b> Finds strength and reason to do what needs to be done, even when things are challenging.	<b>Plays to strengths</b> Acknowledges own strengths and uses it to build resilience and performance.	<b>Uses feedback</b> Views feedback as important and uses it to improve processes and performance.	<b>Develops relationships</b> Builds and maintains relationships based on mutual trust and respect.	<b>Verbal</b> Speaks with clarity, confidence and directness while showing appropriate sensitivity to the receiver.	<b>Leverages expertise</b> Uses their area of experience & expertise to contribute to community.
<b>Adapts to change</b> Navigates ambiguity and accepts new ideas and initiatives.	<b>Self-awareness</b> Knows their personality style, can detect their feelings and is aware of their impact on behaviour.	<b>Positivity</b> Motivated to exceed expectations and carries out tasks with enthusiasm.	<b>Shows appreciation</b> Lets others know they are valued for their help and support.	<b>Professionalism</b> Communicates with courtesy and professionalism.	<b>Community-oriented</b> Values community service & sees empowering others as a personal responsibility.