

Internship Contract
Department of Educational Technology
College of Education
San Diego State University

Name of intern _____

Address _____

Home phone _____ Work phone _____

Proposed internship site _____

Site address _____

Proposed site supervisor (name, title, contact info) _____

This contract is a working document that allows the site supervisor, the Department, and you (the intern) to detail/share a clear picture of your proposed onsite experience. Answering the questions leads to a common understanding of what you will be doing, what you'll emphasize, and the tangible products you'll complete (and/or outcomes you'll attain).

While the Department is happy to provide talented people to the community, the internship's primary intent is to develop students' skills in a real-world setting.

1. What do you propose to do during your internship? What will be your duties or responsibilities in each of these areas?

Instructional design

Development

Management

Evaluation

2. How do the activities detailed above relate to what you're now doing in your work setting (or have done in the past)?

Similarities

Differences

New emphases

3. What are the proposed internship conditions?

Number of hours per week _____

Distribution of hours (if known) _____

Regularly scheduled meetings with site supervisor? Yes _____ No _____

Salary? Yes _____ No _____ If Yes, how much? _____

4. Please provide background information about your proposed site supervisor. Why is he or she the “right” person to guide you in this experience?

5. What are the likely tangible results of this internship experience? What *examinable products* will you develop (or help to create)? What *observable action* will be taken?

6. The Department uses several sources of information to evaluate intern performance onsite, among them: a personal log, journal, or blog (updated at least weekly); feedback from the site supervisor; and the products/actions detailed in #5 above. *What criteria do you believe are appropriate to attach to each of these?*

7. Please note any unresolved questions or concerns relating to you (the intern), the internship experience, or your supervision/evaluation of which the Department should be aware. How might they be resolved?

I have read and contributed to the preparation of this document. I understand my part in this intern experience and I am prepared to carry it out.

Intern

Site supervisor

Faculty, EDTEC Dept.

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