



Chicano/Latino Studies Program MICHIGAN STATE UNIVERSITY

Chicano/Latino Studies Program Internship Learning Agreement

The Internship Learning Agreement will help design an internship as a learning opportunity where the student can explore and learn valuable information and skills related to a specific job or project. The supervisor and the student should work together to create the Learning Agreement and refer to it regularly during the internship. The supervisor should also add this internship to the My Spartan Story platform, which will help recognize the student intern's experience and support the supervisor's department/unit/college with valuable data.

Student name: _____ Student email: _____

Primary Major: _____ Class Level: _____

Supervisor ("advisor") name: _____

Supervisor email: _____ Dept: _____

Internship ("activity") title: _____

Brief position description of student's duties (summary; less than 200 characters):

Attach to Learning Agreement a detailed position description (e.g., job posting information in Handshake).

Internship start date: _____ End date (up to 12 months): _____

Days/hours of internship: _____ Total hours/week: _____

Hourly pay (or Unpaid): _____ For Credit* (check one): Yes* No

* If enrolled in an MSU internship class, the student is responsible for providing required documentation from the class instructor to the internship supervisor. Class requirements may replace the mid- and final evaluation forms and process.

Select 2-4 Learning Outcomes from My Spartan Story platform related to the internship experiences:

- Apply knowledge and skills in professional settings
- Balancing priorities and managing time
- Demonstrate effective interpersonal communication
- Effectively collaborate (teamwork)
- Make informed, ethical decisions
- Practice critical thinking and inquiry



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Add 1-2 Learning Outcomes that are unique to your student's interests and related to internship experiences.

Learning Outcomes: What I want to learn or do during the internship	Learning Tasks and Strategies: How I am going to learn it and what resources will I use	Evaluation: How we will determine if I have accomplished Learning Outcome
1.		
2.		
3. (optional)		
4. (optional)		

Student/Site Supervisor Meetings: Specific times during the work experience should be set aside for supervisors and students to meet for feedback, evaluation of progress, and discuss plans for the remaining internship.

Meeting Days/Times: _____ Meeting Frequency: _____

Evaluations: Students and supervisors should plan to complete evaluations at the middle and end of the internship. The student and supervisor should meet to review together their completed evaluation forms.

Student's Agreement: My supervisor and I discussed the Learning Outcomes for my internship, and I believe that they are appropriate for my experience.

Student signature: _____ Date: _____

Supervisor's Agreement: The student and I discussed the Learning Outcomes for the internship. They are appropriate for the experience and I will support the completion of these Outcomes during the internship.

Supervisor signature: _____ Date: _____

Questions? Contact Bill Morgan at morganw6@msu.edu

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