

HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (ILA)

This sample form offers tips and instructions on how to complete the Internship Learning Agreement (ILA). **Please note that all fields are required.** “N/A” or “TBD” are not acceptable and will result in a delay in registering for academic credit. **Please note that this is *not* the actual ILA form and will not be accepted to register for an internship course. You must “Submit an Experience” in Handshake.**

We recommend consulting with your 1) your Faculty Internship Sponsor, 2) your Site Supervisor or 3) the CEO if you’re unsure of the answer to one of the questions on the form **before** submitting the ILA in Handshake.

Section 1: Student Information (General Info we need from you)

Question	Tip or Instruction
Are you doing an international internship or a US-based internship (in-person or virtual) with an international component? If so, please complete the “Internship Learning Agreement - International Internship & Study Abroad Substitution.”	Y/N
Goucher Student ID#:	
Graduation Month	Choose month from drop-down menu.
Graduation Year	Choose year from drop-down menu.
Cell phone #	
Address (city & state) where you will be living during internship	Where you will be living while completing the internship.
Have you reviewed the ILA Sample Form before completing this form? Copy and paste this link if you need to review: https://www.goucher.edu/career-education-office/documents/2023-2024_ILA_Sample_Form.pdf	Y/N

Section 2: Internship Information (Information we need to approve the internship)

Question	Tip or Instruction
Semester of Internship	
Year of Internship	

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Start Month, Day, and Year	Month, day, and year need to be included.
End Month, Day, and Year	Include all three items.
Total Number of Weeks	Please double check the number of weeks you will be interning. For a Spring internship course, are you working during Spring Break?
Average Hours to Be Worked Per Week	
Total Hours to be Worked During Internship	Ensure your calculation here (weeks x hours) clearly show that you will work the required hours for the number of credits for which you want to register. Note: 45 hours are required for every one credit.
Compensation	Paid or Unpaid
Internship Organization Name	
Internship Organization Physical Address (including City/State) even if you are interning remotely	List the organization's physical address, even if you are interning remotely.
Internship Organization Web Address or Social Media Handle	
Your Job Title	Please list the title of your internship here, i.e Marketing & Social Media Intern, Company Fellowship Intern, Political Communications Intern, etc...
Site Supervisor's Name	The person at the internship organization who will be supervising you, not a Goucher person.
Site Supervisor's Job Title	
Site Supervisor's Email Address	Ideally email addresses should identify the organization name (e.g. if interning at XYZ org, we expect the email to be: name@xyz.org). Addresses from free web services such as Gmail, Hotmail, and others are not typically accepted. If you must use an address unrelated to the internship site, be aware the CEO will email you asking for an explanation.
Site Supervisor's Phone #	List the site supervisor's phone number even if you will primarily be communicating with them virtually.
Where Does the Majority of the Work Take Place?	Select: on site, remote or hybrid
Job Description (Responsibilities, Tasks, etc.)	Please explain your duties and provide specific details. The CEO wants to ensure this internship is a valuable experience that relates to the internship course for which you are registering.
Describe how you will be supervised or get support from your Site Supervisor	This needs to be established before completing your ILA. We recommend that you speak with your Site Supervisor to get answers to these questions. What are the arrangements with your supervisor at the internship site? How will you receive feedback? How often will you

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	interact? Do you have weekly meetings, daily check-ins, or something else? The CEO requires regular supervision to ensure you get the support you need during the internship.
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Section 3: International Internship Information

*(Note: This section is **ONLY** relevant for students completing the International Internship & Study Abroad Substitution ILA. All other students **IGNORE** this section in the Sample Form.)*

Question	Tip or Instruction
Have you completed the questionnaire on abroad.goucher.edu ?	Y/N
Do you intend for this internship to satisfy the study abroad requirement? If so, the internship course must be for 4 credits, which requires 180 hours of work. Final determination will be made by the Office of Global Education.	Y/N; By completing this form, you are choosing to pursue a 4-credit internship with international content. The OGE Study Abroad Substitution Policy can be found here: https://www.goucher.edu/policies/documents/Study-Abroad-Substitution-Request-Policy.pdf . Please see OGE for more information.
If you intend for this internship to satisfy the study abroad requirement, have you been approved for a study abroad substitution? If not, consult with the Office of Global Education before submitting your ILA.	Y/N
Is this a US-based internship (in-person or virtual)? If yes, please provide more information about how you feel that this internship meets the international experience requirement. Final determination will be made by the Office of Global Education.	Please use this section to describe how your US-based (in-person or virtual) internship contains international elements or international exposure that meets the international experience requirement. If you have questions about this requirement, please contact the Office of Global Education before submitting your ILA.

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Section 4: Registration Information (Information on the academic side of your ILA)

Question	Tip or Instruction
Please indicate that you have reviewed the Internship Information Sheet. Copy and paste this link if you need to review: https://www.goucher.edu/career-education-office/documents/2023-2024_Internship_Info_Sheet.pdf	Yes/No
Internship Course	Use the drop-down list to select the course for your major.
Number of Credits	Each credit requires 45 hours of work at the internship site. Therefore, 45 hours = 1 credit, 90 hours = 2 credits, 135 hours = 3 credits, and 180 hours = 4 credits. A zero-credit internship course requires 30 hours of work. Make sure the days/weeks/hours/total in section 2 clearly demonstrate how you will achieve the required hours.
Grade Type	Please consult the second page of this document https://www.goucher.edu/career-education-office/documents/2023-2024_Internship_Info_Sheet.pdf for the grade option for your ILA course. Most are pass/no pass but some are for a letter grade or for either option.
Have You Previously Completed an Internship for Academic Credit?	
If Yes, What Was the Semester and Year of Your Internship?	
Academic Advisor's Name & Department	
Academic Advisor's Email Address	
Faculty Internship Sponsor's Name & Department	Your Faculty Internship Sponsor (FIS) is a Goucher faculty member in the department of the internship course for which you want to register (e.g., if you want to register for DAN 290, your FIS must be a Dance Professor). It can be your academic advisor or someone else in the department.
Faculty Internship Sponsor's Email Address	

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Describe how you will be supervised or get support from your Faculty Internship Sponsor	This needs to be established before completing your ILA. We recommend that you speak with your Faculty Internship Sponsor to get the answers to these questions. How will you communicate with and be supported by your faculty internship sponsor during your internship experience? What support will you receive from your faculty internship sponsor over the course of the semester?
Academic Work Required of Faculty Internship Sponsor	This needs to be established before completing your ILA, so please talk to your Faculty Internship Sponsor for the answers to these questions. Your FIS will provide you with the guidelines for the academic work required, for example: a final reflection paper on your experience, a final portfolio of work completed, a paper linking academic theory to your real-world experience, etc....
Due Date of Academic Work	Fall 2023 – December 8 th ; Winter 2024 – January 26 th ; Spring 2024 – May 9 th ; Summer 2024 – August 9 th . <u>Please note:</u> While the date listed may be before the last day of your internship, you should have worked enough at the internship to be able to complete your assignment.

Section 5: Learning Outcomes (What you hope to achieve)

It's important to have intentional goals and reflect actively on the learning throughout the internship. Learning outcomes are specific, measurable statements of what you hope to accomplish or learn during the internship. You can create these on your own or in collaboration with your Faculty Internship Sponsor. What do you hope to learn in this internship? What skills do you want to gain or strengthen? Check out the [Creating Internship Learning Outcomes Worksheet](#) for inspiration as you are creating your personal outcomes.

Question	Tip or Instruction
Please review the Creating Internship Learning Outcomes worksheet for guidance on creating your outcomes. Copy and paste this link if you need to review: https://www.goucher.edu/career-education-office/documents/Creating_Internship_Learning_Outcomes_Fall23.pdf	Y/N
What are your Academic Learning Outcomes?	These outcomes demonstrate how you will connect theory, concepts, or issues learned in the classroom to practice in the workplace. They are also an opportunity to identify what new knowledge or understanding you hope to gain during the experience. Consider your major and/or minor

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	courses, or any other class you feel may be applicable to your internship.
What are your Professional Learning Outcomes?	These outcomes highlight areas of growth in industry-related knowledge, skills, and abilities that are important for career exploration. Professional learning may include understanding work settings and appropriate behaviors. These could also include oral and written communications, critical thinking, problem solving, time management, leadership, problem solving, etc..
What are your Personal Learning Outcomes?	These outcomes communicate areas for personal growth such as gaining confidence, self-awareness, career awareness and exploration, appreciation for diversity, and clarification of how personal values show up in work settings.

Section 6: Final Questions (Final Terms and Conditions of the ILA)

- I understand and will adhere to the internship registration procedure and am aware that only eight (8) internship credits can count towards graduation.
- I agree with and accept the academic and work assignments within this agreement. I will complete all work and academic assignments to the best of my ability.
- I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures, including those pertaining to criminal background checks, and appropriate standards of ethical conduct.
- I will complete the Student Reflection of Internship Experience and return it to the CEO by the due date.
- The parties to this agreement shall not discriminate against any individual on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, genetic information, religion, sex, age, or disability. Students who are subjected to or witness discriminatory conduct at an internship site should report such incidents immediately to the Career Education Office (career@goucher.edu), who will investigate the complaint and take appropriate action.
- By typing my name below, I confirm that the information I have provided is, to the best of my knowledge, complete and correct.