

## 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). **All fields are required.**

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.

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

For guidance in completing your ILA, check out the following:

- ILA Info Sheet: [https://www.goucher.edu/career-education-office/documents/2025-2026 Internship Info Sheet.pdf](https://www.goucher.edu/career-education-office/documents/2025-2026%20Internship%20Info%20Sheet.pdf)
- ILA Sample Form: [https://www.goucher.edu/career-education-office/documents/2025-2026 ILA Sample Form.pdf](https://www.goucher.edu/career-education-office/documents/2025-2026%20ILA%20Sample%20Form.pdf)

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 #	

### **Section 2: Registration Information (Information on the academic side of your ILA)**

Question	Tip or Instruction
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 the ILA Info Sheet ( <a href="https://www.goucher.edu/career-education-office/documents/2025-2026%20Internship%20Info%20Sheet.pdf">https://www.goucher.edu/career-education-office/documents/2025-2026 Internship Info Sheet.pdf</a> ) for the grade option for your ILA

## HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (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	
Academic Work Required of Faculty Internship Sponsor	This needs to be established <b>before</b> completing your ILA, so please talk to your Faculty Internship Sponsor (FIS) 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	Summer 2025 – August 15 <sup>th</sup> ; Fall 2025 – December 12 <sup>th</sup> ; Winter 2026 – January 23 <sup>rd</sup> ; Spring 2026 – May 7 <sup>th</sup> . <u>Please note:</u> While the date listed may be before the last day of your internship, you should have gained enough experience at the internship to be able to complete your assignment.

### Section 3: Internship Information (Information we need to approve the internship)

Question	Tip or Instruction
Semester of Internship	
Year of Internship	
Start Month, Day, and Year	Month, day, and year need to be included.
End Month, Day, and Year	Include all three items.
Average Hours to Be Worked Per Week	

## HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (ILA)

Total Hours to be Worked During Internship. By submitting this information, I confirm that the hours I will work at my internship site will meet or surpass the minimum hour requirement for credits requested.	Select an option from the dropdown menu to confirm that the hours that you will work at your internship site will meet or surpass the minimum hours requirement for the credits requested in the Registration section above, i.e. 45 hours or more, 90 hours or more, 135 hours or more, 180 hours or more
Compensation	Paid or Unpaid
Internship Organization Name	
Internship Organization Business Address (including City/State) even if you are interning remotely	List the organization's business address, <b>even if</b> 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.

## HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (ILA)

### Section 4: 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
<b>INDEPENDENT INTERNATIONAL INTERNSHIPS</b>	
Have you received approval for your independent international internship from the Office of Global Education (OGE)? If not, please contact Cindy Paige Desi before submitting your ILA.	Y or N/A. For more information about independent international internships, please check out: <a href="https://www.goucher.edu/learn/study-abroad/programs/international-internships">https://www.goucher.edu/learn/study-abroad/programs/international-internships</a> .
Do you intend for this independent international 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.	Yes, No or Not Applicable.
<b>STUDY ABROAD SUBSTITUTION</b>	
Have you already received approval to pursue a 4-credit (180 hour) internship related to international content for a study abroad substitution? If not, please contact Jennifer Quijano Sax, Office of Global Education ( <a href="mailto:studyabroad@goucher.edu">studyabroad@goucher.edu</a> ) before submitting your ILA.	Y/N. The OGE Study Abroad Substitution Policy can be found here: <a href="https://www.goucher.edu/policies/documents/Study-Abroad-Substitution-Request-Policy.pdf">https://www.goucher.edu/policies/documents/Study-Abroad-Substitution-Request-Policy.pdf</a> .
If you have received approval, please provide more information about how this internship meets the international experience requirement for a study abroad substitution. Final	Please use this section to describe how your US-based (in-person or virtual) internship or fully virtual international internship contains international elements or exposure that meets the international experience requirement for the study abroad substitution. If you have questions about this requirement, please contact the Office of Global Education before submitting your ILA.

## HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (ILA)

determination will be made by the OGE.	
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### **Section 5: Learning Outcomes (What you hope to achieve)**

Please review the Creating Internship Learning Outcomes worksheet for guidance on creating your outcomes.

Copy and paste this link if you need to review: [Creating Internship Learning Outcomes Fall23.pdf](#).

Question	Tip or Instruction
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 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 job duties and assignments for my internship site outlined within this agreement. I will complete all work to the best of my ability.
- I have discussed the academic work requirements with my Faculty Internship Sponsor (FIS). I agree to complete all academic work to the best of my ability and to submit it by the due date agreed upon with my FIS.
- 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.

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- 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](mailto: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.

SAMPLE