

HOW TO FILL OUT THE INTERNSHIP LEARNING AGREEMENT (ILA)

This handout 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. “Request an Experience” in Handshake.

It is most efficient to ask a question of either 1) your faculty internship sponsor, 2) your site supervisor or 3) the CEO if you’re unsure of something before submitting the ILA in Handshake.

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

Question	Tip or Instruction
Goucher Student ID#:	
Cell phone #	
Address during internship	Where you will be staying while completing the internship

Section 2: 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
Total Number of Weeks	Please double check the number of weeks you will be interning. For a Spring internship courses, are you working during Spring Break?
Average Hours to Be Completed Each Week	
Total Hours to be Completed 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	
Internship Organization Name	
Internship Organization Physical Address	List the organization’s physical address, even if you are interning remotely
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 @xyz.org). Addresses from free web services such as Gmail, Hotmail, and others are not typically accepted. If

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	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 #	
Where Does the Majority of the Work Take Place?	
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 the Supervision to be Received from Site Supervisor	This needs to be established before filling out your ILA. What are the arrangements with your supervisor at the internship site? How will you receive feedback? How often will you 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.

Section 3: Registration Information (Information on the academic side of your ILA)

Question	Tip or Instruction
Please indicate that you have reviewed the Internship Information Sheet	
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/Internship-Checklist.pdf for the grade option for your ILA course. Most are pass/no pass but some for credit or either option.
Credit Applied to Major?	
Study Abroad Exemption pre-approved by the Office of Global Education (OGE)	You must be pre-approved by OGE to be exempt from traveling and studying abroad. A domestic internship for 3 credits will then satisfy the study abroad requirement. Please see OGE for more information.
Have You Previously Completed an Internship for Academic Credit?	

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If Yes, What Was the Semester and Year of Your Internship?	
Academic Advisor's Name	
Academic Advisor's Email Address	
Faculty Internship Sponsor's Name	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 Dance Professor). It can be your academic advisor or someone else in the department.
Faculty Internship Sponsor's Email Address	
Describe the Supervision to be Received from Faculty Internship Sponsor	This needs to be established before filling out your ILA. How will you communicated with and be supported by your faculty internship sponsor during your internship experience?
Academic Work Required of Faculty Internship Sponsor	This needs to be established before filling out your ILA, so please talk to your Faculty Internship Sponsor before submitted the ILA
Due Date of Academic Work	Due date of academic work for ILAs can be found on the CEO's webpage: https://www.goucher.edu/career-education-office/professional-experience/internships/registering-for-an-internship-course . 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 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?

Question	Tip or Instruction
What are your Academic Learning Outcomes?	These could be way you want to connect theory learned in the classroom to practice in the workplace
What are your Professional Learning Outcomes?	These could be areas of growth in industry-related knowledge, skills and abilities required for successful career advancement
What are your Personal Learning Outcomes?	These could be things related to your personal growth such as gaining confidence and exploring career interests
How will you Apply the Knowledge You've Gained in Your Major to this Internship?	Consider how your academic coursework has prepared for this internship

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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 director of Career Education or the associate director of internships, 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.