

Mills College

Internship Learning Contract

This form must be completed in discussion between the student, the Mills College Internship Coordinator and the Internship Sponsor *prior* to the start of the Internship.

The purpose is to reach mutual, clear understanding about the goals and expectations of the student and the supervisor. This can be used as a basis for the final evaluation.

This form is for Career Services documentation only.

SECTION I

Student Name: _____

Last

First

Mills ID: _____ Email: _____

Phone: _____ Major: _____

Class: Junior Senior

Semester: Fall Spring Summer 20_____

SECTION II

Please describe your goals for this internship. In addition, please include the steps you will take to achieve these goals as well as, deadline dates

1. Goal:

Action steps:

Deadline date:

2. Goal:

Action steps:

Deadline date:

3. Goal:

Action steps:

Deadline date:

SECTION III

Organization Internship Supervisor: (sign) _____

Date: _____

Career Services staff member: (sign) _____

Date: _____

Student: (sign) _____

Date: _____