



INTERNSHIP LEARNING CONTRACT

Complete all sections in full after meeting with internship supervisor and MANML program director.

SECTION 1: STUDENT INFORMATION

Student Name: Semester: Credit Hours:

SECTION 2: INTERNSHIP SITE INFORMATION

Organization Name:

Organization Mission Statement:

Street Address:

City: State: Zip:

Site Supervisor Name & Title:

Supervisor Phone: Supervisor Email:

SECTION 3: INTERNSHIP OVERVIEW & LEARNING GOALS

Overall Goals of the Internship:

Describe the intern's primary responsibilities and key learning objectives for the semester.



SECTION 4: PROJECT & ASSIGNMENT PLAN

Complete at least two projects. A third project may be added if applicable.

PROJECT / ASSIGNMENT #1 (Required)			
Project / Assignment Name:			
Primary Tasks / Duties	Skills / Knowledge to Develop	Expected Outcomes / Deliverables	Target Date

PROJECT / ASSIGNMENT #2 (Required)			
Project / Assignment Name:			
Primary Tasks / Duties	Skills / Knowledge to Develop	Expected Outcomes / Deliverables	Target Date

PROJECT / ASSIGNMENT #3 (Optional)			
Project / Assignment Name:			
Primary Tasks / Duties	Skills / Knowledge to Develop	Expected Outcomes / Deliverables	Target Date



SECTION 5: INTERNSHIP HOUR LOG

Record hours completed each month (adapt for any summer hours). This section can be completed after signatures are obtained during the internship.

Category	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Hours Completed This Month										
TOTAL HOURS COMPLETED:										

SECTION 6: SITE SUPERVISOR FINAL EVALUATION LETTER

Requirements for the Site Supervisor Evaluation Letter

At the close of the semester, the on-site organizational supervisor must submit a brief evaluation letter to the MANML Program Director via email attachment. The letter must be written on official agency letterhead and include the following:

- Confirmation of the total number of internship hours completed
- An outline of the student's primary duties and tasks throughout the semester
- Highlights of major accomplishments, achievements, and deliverables produced
- Areas identified for further professional development

Submit to: MANML Program Director | lrl@uga.edu | UGA School of Social Work

SECTION 7: AGREEMENT & SIGNATURES

By signing below, all parties confirm that the information in this Learning Contract is accurate, that the internship placement meets MANML program requirements, and that all parties agree to fulfill their respective responsibilities as outlined. This contract must be submitted to the MANML Program Director prior to or at the start of the internship.

Student Signature

Site Supervisor Signature

Faculty Supervisor Signature

Print Name

Print Name

Print Name

Date

Date

Date

Date Submitted to MANML Program Director: