
INTERNSHIP EPE790/INDEPENDENT STUDY EPE785: LEARNING CONTRACT INSTRUCTIONS

Student Name:

On Site Supervisor or Faculty Advisor:

(The Director of Graduate Studies is the instructor of record for all independent study and internship credits; however, the actual supervision of the work will be completed by a knowledgeable practitioner (internship) or faculty member (independent study) who will then submit a grade or determination of progress at the end of the semester. Independent study hours may be completed with a faculty member from another department; however, in this case, you may wish to sign up for independent study in their department and follow their procedures.

of Credit Hours & # of Contact Hours (Internship):

(Independent study and internships are “variable credit” so the number of credits should reflect the scope of work. An internship of 3 credit hours is typically equated to 10 hours per week of contact time inclusive of all preparation and reporting activities. An independent study of 3 credit hours is typically equated to the time required to develop and produce a scholarly paper.)

Learning Outcome(s):

(Working in collaboration with your supervisor or faculty advisor, clearly identify a set of learning outcomes for the project or study. For example, in an internship a learning outcome might be to learn how to execute a particular kind of program. For an independent study, the outcome might be to demonstrate familiarity or conceptual understanding of a particular author, theory, or topical area. Where possible, identify the activity and measurable product associated with each learning outcome)

Product(s) and Timeline:

(Again working with your supervisor or faculty advisor, clearly define what will be produced as a result of the internship or study and on what timeline. Be aware that the end of the semester may occur before the end of the project. This is allowable and will result in a Satisfactory Progress grade instead of a final grade. The total amount of time; however, should reflect the number of credit hours earned.)

Complete Final Report to DGS:

(Regardless of the agreed upon product for your internship or independent study, a brief grade memo should be submitted no later than two weeks prior to the end of the semester (a progress memo if the project is not finished) to the DGS with an electronic copy to the department Administrative Assistant. This memo triggers a request by the DGS for a grade from the supervisor or faculty advisor. A summary report should be prepared by the student and included with your program of study.) This report should include:

- A copy of the learning contract.
- A brief reflection on the learning outcomes.
- (For Internship Only) An evaluation of the internship site and activity for the benefit of future students who may be interested in pursuing such an experience.
- Contact information (email and phone) of the Supervisor or Faculty Advisor