

INTERNSHIP LEARNING CONTRACT WORKSHEET

Coastal Carolina University

Use this worksheet to gather information and prepare for submitting an internship experience request through Handshake. You can't save and go back in Handshake, so it's a good idea to fill this out beforehand.

Student Information

Student Name _____ Student ID # _____
Address _____
Telephone _____ Email _____ GPA _____
Major _____ Grade Level _____ Expected Graduation Date _____

Student Learning Goals (List specific & measurable learning goals you expect to achieve in this internship)

#1 _____
#2 _____
#3 _____

Employer Information

Company Name _____
Address _____
Employer Contact Name _____
Telephone _____ Email _____

Faculty Information

Faculty Internship Coordinator Name _____
Email _____

Job Details

Position Job Title _____ Work Location _____
Work Term: Fall _____ Spring _____ Summer _____ Winter _____ Maymester _____
Number of Hours you Plan to Work Total _____
Compensation: Unpaid _____ Paid _____ Amount _____
Starting Date _____ Ending Date _____ Offer Date _____
Industry _____ Department _____
Course Number (e.g. INTE 495) _____ Course Credit Number _____

Job Description (attach additional pages if needed)
