Educational Contract Introduction
The quality of internships – both the degree of professional experience gained by students and the quality of work they perform – is impacted by the plans made and recorded in the Educational Contract. The Educational Contract provides the framework that ensures everyone is on the same page working together as the student progresses toward completing the requirements needed for internship credit.

The educational contract will:
Clearly define tasks and responsibilities to be completed by the intern
Set a work schedule and work parameters
Establish when and how often evaluations will take place

Please consider the following while developing internship responsibilities and projects:
The purpose of the internship experience is to provide the student with the opportunity to:
• Apply classroom knowledge to the laboratory of the work world in order to test theories, concepts and philosophies.
• Test skills in management, supervision, and leadership.
• Develop valuable contacts in the field by networking with professionals.
• Analyze his or her commitment to the field while it is still relatively easy to change.
• Demonstrate an understanding of the recreation competencies.
• Identify technical and/or theoretical competencies that need further development.
• Develop motivation and self-confidence.
• Observe and develop the values/ethics of professionals.
• Assume professional responsibilities and substantive tasks.

Instructions:
- Complete sections A through D with your supervisor
- Please type your responses into the document and print a copy to sign.

Upon completion of the meeting to complete and approve the Educational Contract:
1. The student and site supervisor should sign the document.
2. The intern should provide site supervisor with a copy and keep a copy for their own records.
3. The intern should return the signed copy to LSA 131, or scan and email to the Internship Coordinator Gloria Pena (pdf file only), or fax to (480) 965-3562

Make sure to check the deadlines Spring/Summer/Fall for application

If you need assistance in completing this document or have questions prior to the due date, please contact Gloria Pena (Gloria.Penaochoa@asu.edu) 480-727-6277
**SECTION A**

**Internship Responsibilities**

In this section, list as bullet points the projects, programs, tasks, or activities for which you, the intern, will be responsible for or providing support throughout the internship experience. Please outline specific deliverables and briefly describe how the students work will be evaluated. These may be compiled from your position description, formal letter of acceptance, and/or informal communication with your internship supervisor.
<table>
<thead>
<tr>
<th>Personnel Details</th>
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<tbody>
<tr>
<td><strong>Beginning &amp; End dates of the internship</strong></td>
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<tr>
<td><strong>Work schedule (days and hours)</strong></td>
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<tr>
<td><strong>Holiday &amp; sick leave arrangements</strong></td>
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<td><strong>Compensation/remuneration</strong></td>
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<tr>
<td><strong>Evaluation</strong>&lt;br&gt;(how will student be evaluated by site supervisor throughout internship experience)</td>
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<tr>
<td><strong>Other requirements/arrangements to be made</strong>&lt;br&gt;(e.g. Drug Tests, Background Check, Fingerprinting, dress code, lunch arrangements, privacy and confidentiality policies)</td>
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SECTION C
Internship Site Evaluations

All students and preceptors/supervisors are required to complete a Mid-term Evaluation and Final Evaluation during their internship. The evaluation will address learning objectives to ensure that the Educational Contract is being upheld, and to address any questions or concerns the student or preceptor/supervisor might have.

The School’s Internship Coordinator (Gloria Pena) will post the evaluations for the student on Blackboard, and will email a link to the evaluation to the preceptor/supervisor. The student will be expected to remind and work with the site supervisor in completing the evaluations.

___________________________________   ____________________
Student Signature                      Date

___________________________________   ____________________
Site Preceptor/Supervisor Signature    Date

**If someone other than your site supervisor will be evaluating and supervising you on a regular basis, please provide their information here:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Contact Number</td>
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<tr>
<td>Contact Email</td>
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Site Supervisor & Student Intern Agreement

(Date)

I (student), agree that it is my intention to complete this internship according to the guidelines and procedures of Arizona State University and complete all requirements as designated within the attached Educational Contract to the best of my ability.

I (site supervisor), agree to provide the student intern with the opportunity to learn, grow, and mature as they pursue their internship with our agency. I affirm that the guidelines and responsibilities outlined in the Educational Contract have been designed with both input from myself and the student intern.

___________________________________  ______________________
Student Signature                      Date

___________________________________  ______________________
Site Supervisor Signature              Date