

Example Internship Learning Contract

(You should at least replace the italic parts in this example internship learning contract!)

To: Dr. Shaun-inn Wu, Department of Computer Science and Information Systems,
California State University, San Marcos

From: *Jane Doe*

Subject: Learning Contract of Internship with *the XYZ Company* for Summer 20XX.

Date: *May YY, 20XX*

Learning Objectives:

- I. To gain understanding an experience as to the role of a Web engineer in the ecosystem of web technologies at *the XYZ Company*.
- II. Gain greater understanding and insight into the precise planning and distribution of resources and managing flow of information in a web based information system.
- III. Learn development and infrastructure standards in regards to overall design and planning of large information systems and databases.
- IV. Develop real world skills in regards to working in a web engineering environment using industry standard tools.
- V. Cultivate project management skills in mentoring development efforts.

Methodology:

A) Internship Experience Methods:

1. I will be required to attend the internal training classes on the XXX subjects to acquire the needed knowledge and skills.
2. I will be working with the Web Engineering team on various projects both external and internal. This will consist of working with and updating Technical Architecture Documents as the design dictates to keep it within specifications and satisfy the needs of the project. I will also need to update and keep current the various Wiki pages that document the project at hand.
3. There is a large tool stack used for these projects and I will be learning about and how to use the various tools within the tool stack, including Jira for tickets and Confluence for Wiki updates.
4. I will be learning about and work on improving these internal tools used for designing the TADs. The team I will be working with is currently trying to expand the toolset.
5. Since this environment is a largely security focused environment I will be learning how to use SSL and data encryption as well as learning about PCI, GBLA, and other certifications so projects can meet these audit requirements.
6. Part of the overall design ecosystem includes the network infrastructure so I will be learning in detail how all the pieces interweave together so I can order IP addresses, security certificates, update technical drawings, and open firewall ports to allow our new projects or updated projects to work correctly on the existing network architecture. It will give me a broad look at all the requirements and technologies at work to make networked projects run efficiently and correctly.

- B) My advisor for this internship is Dr. Shaun-inn Wu of the Computer Science and Information Systems Department at CSUSM. Dr. Wu and I will communicate during the summer of 20XX via e-mail correspondence. As part of the requirements of my internship, I will send a weekly report of my work, activities, progress, and participation with *the XYZ Company* to Dr. Wu via e-mail for him to review. At the end of the internship session I will complete a final report describing my experience and learning accomplishments at *the XYZ Company*. I will also make a presentation to share and demonstrate my learning experiences to the faculty and fellow students during the fall semester of 20XX.
- C) My field supervisor will be *Mr. John Smith*, a Senior Consultant in the Internet Planning and Engineering group at *the XYZ Company*. He will be in charge of assigning me projects that will be completed by myself and other members of our team and will oversee my progress throughout the internship. He will also write a final evaluation letter on my performance at *the XYZ Company* when the internship session ends. The *the XYZ Company* is located at 1000 ZZZ Street, San Diego, CA 92XXX. *Mr. John Smith* can be contacted by telephone at (XXX)YYY-ZZZZ and via e-mail at XXX@YYY.ZZZ.

Evaluation:

During the course of this internship I will be in contact with Dr. Wu via e-mail and telephone consultation. Dr. Wu will evaluate me on the success of my learning experience based on my reports, consultations, final report, public presentation, the letter from *Mr. John Smith* evaluating my performance at *the XYZ Company*, and the overall value of the experience.

Final evaluation of this internship will be completed by the beginning of the Fall semester 20XX at CSUSM. At this time, I will receive a Credit/No Credit grade.

Signatures:

Jane Doe (Intern): _____ Date: _____

John Smith (Field Supervisor): _____ Date: _____

Dr. Shaun-inn Wu (Advisor): _____ Date: _____