

**MBA 699: Real-World Experience: Business Internships**

**Learning Agreement Form**

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Please fill out the following information.

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| **1. Attach a Copy of Your Internship Offer Letter/Email from Your Employer** |

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| **2**. **Students who are both a GA on campus, and are planning to intern on campus, need to submit both GA and internship job descriptions (for on-campus internships only).**  |

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| **3. Student Information** |
| Student Name |  |
| Banner ID |  |
| Program Entry Term |  |
| **4. Internship Information** |
| Company Title |  |
| Company Address |  |
| Company Website |  |
| Company Description |  |

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| **5. Position Information** |
| Position Title |  |
| Position Description & Job Responsibilities |  |
| Position Start Date |  |
| Position End Date |  |
| Position Hours |  |
| Supervisor Name |  |
| Supervisor Title |  |
| Supervisor Email |  |

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| **6. Develop Learning Objectives & Strategies with Your Supervisor**  |
| **Learning Objectives**: These are statements that describe what you expect to learn. Learning objectives might include your intention to expand/develop knowledge in a specific area, improve/develop specific skills/competencies, or develop personal insights regarding your values or attitudes. It is recommended that you list at least 3-4 learning objectives. |
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| **Learning Strategies**: These are statements that describe how you intend to achieve your objectives. Examples of how you might achieve your learning objectives include: specific tasks on a project, training, seeking feedback and mentors, attending meetings, research, MBA course work, etc. Please list at least 1 learning strategy for each learning objective specified.  |
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*By signing this form, the hiring company, internship supervisor, MBA 699 course instructor, and the MBA student all agree to the internship responsibilities and expectations listed above, as well as to the requirements of the course as outlined in the syllabus.*

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| **Required Signatures** | **Date** |
| **Student:** |  |
| **Internship Supervisor:** |  |
| **Faculty Supervisor:** |  |

**CONTACT INFORMATION**

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**Office Use Only**

Decision:  **.**Staff Initials:Date Registered on CyberFriar: