



Operation Intern Work Experience Learning Agreement

ND Department of Commerce

SFN 58836 (03/19)

This form is to be completed by the student and supervisor within two weeks of the intern starting. The Learning Outcomes and Evaluation section is to be filled out after the internship is over. After the internship is completed, copies should be filed with the employer, the student and the ND Department of Commerce.

The Internship/Work Experience Learning Agreement serves several purposes:

1. Acts as a contract for your internship/work experience position.
2. Provides a mutual understanding of expectations of all parties on the scope of the internship/work experience opportunity.
3. Provides a reference against which progress can be measured.
4. Provides the basis for evaluation and validation of the learning experiences.
5. Serves as a reminder to student and work supervisor of the purpose and activities of the internship.

| | | |
|--|------------|-------------------|
| Intern Name | Company | |
| Supervisor | Start Date | Proposed End Date |
| Title of Internship/Work Experience Opportunity | | |
| Internship Job Description | | |
| Learning Objectives | | |
| Learning Outcomes and Evaluation (What will the student learn and demonstrate through examples of their work?) | | |
| Additional Information | | |

Supervisor Date

Student Date

ND Department of Commerce Date