

SAMPLE INTERNSHIP LEARNING CONTRACT

Sarah Students

Wellspring Design & Construction Co.

Site Supervisor: Michael Mentor

Chicago Semester Supervisor: Polly Practicum-Leader

Fall 2004

1. Goal: To learn about each department & how they interact
 - A. Objective: To understand the role of the administration department
Tasks: 1- Take customer information from a lead call
2- Record company payables & receivables
3- Assist in doing the payroll & taxes
4- Learn about HR activities (benefits, insurance, vacations, etc.)
 - B. Objective: To understand the role of the design department
Tasks: 1- Observe the use of design software
2- Observe a design/layout presentation for clients
3- Learn about ordering products & tracking them to make sure they arrive on time
 - C. Objective: To understand the role of the production department
Tasks: 1- Understand how they schedule jobs
2- Learn how they decide on a time frame and stay on time
3- Observe how they interact with clients
4- Spend time in-field with carpenters & field assistant
 - D. Objective: To understand the role of the sales department
Tasks: 1- Observe follow-up to lead calls and sales appointments
2- Understand how to make an estimate & contract
3- Observe interaction with architects & design department
4- Learn about after job follow-up

Evaluation: After spending a week observing and asking questions of each department, I will make a flow chart showing the “organizational flow” of the company. It will demonstrate how the different departments interact, the chain of command in the company, etc. This flow chart will be presented to the owner of Wellspring Design & Construction, Pat President. At my midpoint evaluation I will present what I have accomplished of the flow chart up to that point.

2. Goal: To understand the role of the owner/president of a small business.
 - A. Objective: To learn about the owner’s role of guiding & steering the company
Tasks: 1- Learn about Wellspring’s mission statement & how it was developed
2- Discuss the owner’s vision for the company
3- Learn about planning and goal setting

4- Learn how the owner initiates change within the company

B. Objective: To understand how the owner oversees all departments & activities of the company

Tasks: 1- Observe how the owner keeps tabs on all employees
2- Understand the delegation of authority throughout the company
3- Discuss how the owner motivates his employees
4- Learn about the owner's style of leadership

C. Objective: To learn about any other functions of the owner of a small business

Tasks: 1- Discuss outsourced activities of Wellspring, such as accounting and marketing. Why was the decision made to outsource?
2- Understand the owner's role in initiating PR, promotion activities, and charitable/goodwill activities

Evaluation: After spending a few days observing Pat President and discussing his role as owner & president, I will compose a "leadership profile." It will be an outline of Peter's style of leadership at Wellspring, and will include what I've learned after accomplishing the tasks listed above. This profile will be presented at the final evaluation.

3. Goal: To contribute to the company by working on a semester-long project

A. Objective: To learn about my strengths & how they can be used in the workplace

Tasks: 1- Read a book "Now, Discover Your Strengths" by Marcus Buckingham and Donald O. Clifton, Ph.D.
2- Take the Strengths Finder Profile online to learn my top 5 "themes" of talent

B. Objective: To learn about the corporate culture at Wellspring

Tasks: 1- Research corporate culture & how to evaluate a company's culture
2- Evaluate the culture at Wellspring (what's good, what could be improved)

C. Objective: To learn about the communication systems in place at Wellspring

Tasks: 1- Examine the effectiveness of communication systems in use at Wellspring
2- Work on developing a year-long calendar for Wellspring that would be a reference for employees and the owner

Evaluation: The parameters of this project may change throughout the course of my internship. However, by the final evaluation I will present in written form what I have learned about the corporate culture at Wellspring. I will share what I've learned with Pat President and possibly give a short presentation to all employees. I will also have completed the yearlong calendar for the office