

REMOTE INTERNSHIP LEARNING AGREEMENT (RILA)

GENERAL

University Name
Street and Number
ZIP
City, Country
Telephone
Fax
Email address
Website address

STUDENT

Student ID	
Student name	Email address
Home address	ZIP
City	Country
Home phone	Mobile
Class/year	Specialisation

ACADEMIC SUPERVISOR

Name	Title
Organisation	Address
Department	City
ZIP	Phone
Country	Email
Fax		

SITE SUPERVISOR

Name	Title
Department	Address
ZIP	City
Country	Phone
Fax	Email

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(1) THE ASSIGNMENT DESCRIPTION

Describe here the formal internship assignment i.e., the job description. It typically includes a description of the objective of the internship, the expected outcomes/deliverables, the activities to be performed, the internship prerequisites, the duration of the internship, as well as contact details.

Determined by the student intern and the site supervisor

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(2) THE ACADEMIC AND APPLICATION DESCRIPTION

Describe here the academic and application component of the internship. It includes such items as strategies, ideas, concepts, theorems, methods, etc., which are planned to be used in the internship whilst working towards the delivery of end-product(s). When theory/field testing is predominant, the prospective areas of application shall be described in detail as well as the methods used to do so.

Determined by the student intern and the academic supervisor

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(3) THE SKILLS' DEVELOPMENT DESCRIPTION

Describe here the professional skills' development needed for successfully delivering one or more of the stated outcomes/products of the assignment. Outline a development plan in order to successfully master these skills.

Determined by the student intern and the academic supervisor

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(4) THE PERSONAL DEVELOPMENT DESCRIPTION

Describe here the skills you wish to master for (future) personal growth and general development. Such skills transcend typical internship skills' as recorded in the skills' development section, and often are more generic of nature. Examples are: confidence building, cyberspace etiquette, project management, communication and presentation, etc.

Determined by the student intern and the academic supervisor

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(5) THE EVALUATION DESCRIPTION

Describe here how the internship is evaluated and how the final grade is composed. Describe *what* skills or products will be evaluated, *when* the evaluation(s) will take place, and *how* the evaluations will take place i.e., what information logistics and communication will be used.

Determined by the student intern and the academic supervisor

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REMOTE INTERNSHIP LEARNING AGREEMENT (RILA)

I HAVE STUDIED THE LEARNING AGREEMENT AND CONCUR WITH THE STIPULATIONS DESCRIBED:

STUDENT

Date Place
Student name Student Signature

ACADEMIC SUPERVISOR

Date Place
Name Signature

SITE SUPERVISOR

Date Place
Name Signature

The learning agreement needs to be signed by all three parties!

The student should complete the Learning Agreement within the first two weeks of the internship. It is the student's responsibility to turn in the completed Learning Agreement with all required signatures on the page(s) to the academic supervisor. The academic supervisor distributes copies to the site supervisor and student intern.