Student Center Guide
Submitting a Learning Contract
College Approved Internship

IMPORTANT! In order to submit your internship learning contract, you MUST know the following information PRIOR to beginning (if any of these required fields are missing, the contract will not save and you will need to begin again):

1. Organization name, address (including city, state and zip), and phone number
2. Your site supervisor’s name, job title and email address
3. Brief description of responsibilities
4. Dates of your internship (beginning and ending) and number of hours

5. Learning Goals: To get the most of your internship experience, we HIGHLY recommend that you establish several clear and focused learning goals in consultation with your site supervisor and faculty sponsor. Your learning goals should be SMART: Specific, Measurable, Achievable, Realistic and Time-Bound. If you require assistance on drafting your goals, please feel free to contact a staff member in the Center for Career Development (717-337-6616 or career@gettysburg.edu) and someone will be happy to assist you.

To submit your learning contract, log in to the Student Center and go to Self Service, Center for Career Development, and Internships – Student Access.

To begin, you will select “yes” at the bottom of the Instructions tab to register your internship.

You can then proceed by clicking on the Organization tab which is where you will provide the information listed above in numbers 1-4. In addition, you will be asked to provide the following information:

*What semester are you doing this internship?*

Do you need to provide proof of liability insurance? [ ] Yes [ ] No

Is this a Gettysburg alumni or parent-sponsored internship? [ ] Yes [ ] No

Name of sponsor (if different from supervisor)

Will you or have you applied for funding? [ ] Yes [ ] No Funding Application

Click on Save at the bottom and then click on the Goals tab (see above) to provide information on your learning goals (see 5 above). Again click on Save at the bottom.

Once you have completed all the necessary information in each of the above-mentioned tabs, go to the Signatures tab, and click on Yes if you are ready to send your contract to your Site Supervisor. This will also submit your contract to the Center for Career Development and you will receive an email notification verifying receipt. Your Site Supervisor will be asked to provide their expectations of you and to provide approval of the contract.

Before the end of the semester, you will receive an email asking you to evaluate the internship site and your site supervisor will be asked to evaluate your performance (you will receive a copy of your performance evaluation).