IMPORTANT! In order to submit your 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. Dates of your internship (beginning and ending) and number of hours
4. Faculty sponsor
5. Brief description of responsibilities

6. Pre-Requisites: International students must attend an information session on criteria for participation in curricular practical training, and their immunization record must be on file in the Health Center. Students participating in a Health Field Internship must have attended a blood borne pathogen training and their immunization record must be on file in the Health Center.

7. 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.

**International students should consult with the International Student Advisor PRIOR to submitting their internship contract.**

To submit your contract, log in to the Student Center and go to Self Service, Center for Career Development, and Internships – Student Access. Select the appropriate Learning Contract (“For Credit” or “International Students”). Note: International students must use the International Student option.

![Instructions button and tabs](image)

To begin, you will select "yes" at the bottom of the Instructions tab to register your internship and indicate your acceptance of the policies regarding a for-credit internship.

You can then proceed by clicking on the Organization tab (see above) which is where you will provide the information listed above in numbers 1-5. In addition, you will be asked to provide this information:

![Survey questions](image)

Click on Save at the bottom and then click on the Pre-Requisites tab (see above) if you are an international student or will be participating in a Health Field Internship (see 6 above). Again click on Save at the bottom.

Continued on Back
Click on the **Goals** tab to provide information on your learning goals.

**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.

Again, click on Save at the bottom.

Proceed to the **Academic** tab when you have completed all the necessary information in each of the previous tabs. Select your faculty sponsor and check the box to send the completed learning contract to your sponsor. **Again, click on Save at the bottom.**

**Email Notifications**

- After you send your learning contract to your faculty sponsor, you will receive an email notification verifying receipt and providing information on your next step.

- You will receive email notification when your faculty sponsor approves your learning contract. At this time, a message will be sent to your site supervisor asking for their expectations of you during the internship.

- When your site supervisor submits his/her expectations and approves your learning contract, you will receive notification directing you to accept the academic requirements and site expectations for your internship. You will go to the **Signatures** tab to complete this step.

- After you sign off on your learning contract, the Registrar’s Office will be notified that you have completed a for-credit internship learning contract and that you should be registered for the appropriate course (department, course number and faculty sponsor).

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).