

## **LEARNING CONTRACT GUIDE - WHAT, WHY, HOW?**

The internship and project management - studies are largely based on experiential learning: own experiences are reflected upon chosen theory/readings. This type of studies are designed to:

- Enhance experiential, intentional intercultural learning
- Support intercultural adjustment
- Promote professional development
- Transfer doing into learning

The Learning Contract (LC) is an individual development plan designed for the international internship/work-period. Before drafting the LC, please contact the contact person responsible for internships in your subject. The LC should be done 2-3 weeks before beginning the internship. The purpose here is to guide your learning experience and to make your expectations visible (also to you!).

The LC covers the following areas:

1. Learning about the target culture
  - a. This concerns learning about the local culture, its way of acting and behaving and developing one's own intercultural interaction. The learning objective rises from your own development needs and objectives.
2. Learning about the organization which one works for
  - a. Learning related to the organization you work for. You should provide some general information about the organization. But you should also determine a more

specific learning objective, as well (e.g. related to the organizational communication, certain projects taking place). This more specific objective should rise from your personal and/or professional interests.

3. Learning about one's task/assignment

- a. This objective rises from your job description. The aim is to develop the kind of know-how that is needed in conducting your job (e.g. project planning, reporting techniques, negotiation practices, networking etc.) You may wish to develop skills that you don't yet have, but you need at your job and that are useful in the future or you can further develop already existing skills.

4. Learning about one's area of specialization

- a. This learning objective rises from either the major field of your studies, e.g. related to your thesis (e.g. building the theoretical background, collecting data), or from your future professional objectives (=> building professional specialization/expertise). Thus, the objective is to specialize oneself into a specific theme that is relevant either in the light of your studies or your professional future.

Of each area the participant determines their 1) learning objectives, 2) methods and 3) assessment criteria.

When you design your learning objectives in a particular learning area, think what your current know-how (knowledge, experience, skills) in the area is and think how you would like to improve it. You should also think of what should you know/be able to do by the end of the internship process (criteria) and what will indicate to yourself and to others that you have learnt what you intended to learn (product/result).

There is no page limit or a certain style that the LC should follow. The point is to draft a document that helps and guides you in your learning. If in doubt, please ask your internship contact person!