The Johns Hopkins University/Master of Liberal Arts Program
Internship Capstone Contract

Student Name: __________________________________________________________

Project Requirements:
I. On-Site Hours: You will be expected to be on-site (or on-task) approximately sixty hours over the course of the semester.

II. Internship Journal: You will maintain a journal throughout your internship, creating entries for most of the days worked at the internship site.

III. Reflective Evaluation: You will submit a 5-7 p. essay addressing the following issues:
   ▪ What specific projects did you work on? Give details describing the purpose and nature of the projects.
   ▪ How did the project you worked on contribute to the institution’s mission?
   ▪ What were the challenges of the projects and how did they utilize your skills and talents?
   ▪ What did you learn about the culture and mission of the institution?
   ▪ What, if anything, did you learn about yourself?

IV. Final Project: You will be asked to create a 10 p. research project that is related to your internship experience. The topic of this paper will be determined in collaboration with your on-site project mentor and the MLA program administrator who directs your capstone experience.

V. Professional Mentor Evaluation: The on-site project mentor for whom you worked will be asked to complete an evaluation of your internship performance.

Grading and Assessment:
➢ Internship Journal: 20% of final grade
➢ Reflective Evaluation: 20% of final grade
➢ Final Paper: 40% of final grade
➢ On-Site Project Mentor Evaluation: 20% of final grade

Signatures:
Student: __________________________________________________________ Date: ______

On-Site Project Mentor: ________________________________ Date: ______

MLA Program Administrator: ________________________________ Date: ______

*The signed version of this contract may be scanned and emailed to the designated MLA Program Administrator. It is not necessary to mail the original version of the contract.*