

Learning Goals Agreement

Your learning goals agreement outlines what you intend to learn and accomplish during your internship. It represents an agreement between you and your site supervisor built on mutual intentions and expectations for the internship, both educational and work-related. It also outlines specific strategies for achieving your goals and how your progress will be evaluated.

LEARNING OBJECTIVES:

Internship goals or learning objectives describe what you intend to learn through your internship. Be specific. Are you looking to improve or develop skills or expand knowledge of a particular field? Are you interested in testing a career interest, trying to decide what you want to major in, or in clarifying the direction of your remaining college years?

STRATEGIES:

Describe the specific process for how you will achieve your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you attend related conferences or meetings? Do you plan to interview professionals or experts about careers they have chosen? Have you thought about visiting another organization to get a better perspective? More than one strategy can be used to meet each objective.

EVALUATION METHODS:

Describe how your progress regarding each objective will be measured. How will you know and show others that you have achieved your learning objectives? Will you compile records of your activities throughout the internship (e.g., reports or other written materials you have prepared for the organization, notes on training sessions, staff meetings, or conferences)? Will you ask your supervisor or other people at your internship site to observe you at work and give you feedback and suggestions?

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Setting internship goals should be a collaborative process resulting in outcomes that meet the needs of the intern and the site supervisor. Use this guide to clarify what you hope to learn and the skills you would like to develop. Also, discuss potential learning goals with your site supervisor and establish a working plan describing the day-to-day activities that will help you reach your learning goals, while supporting the needs of the organization.

1. **What do you hope to achieve by participating in this internship?**

2. **What specific knowledge and skills would you like to gain from this internship?**

3. **How will this internship relate to your academic experience?**

4. **What criteria will you use to evaluate your progress at your internship?**

Intern's Signature _____ Date _____

Site Supervisor

Signature _____ Date _____

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LEARNING GOALS

Learning Objectives (What I intend to learn)	Strategies (Specific processes for achieving my objectives)	Evaluation Methods (How my progress will be measured)

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