Objectives & Goals Worksheet

You probably already have developed some general objectives related to the internship. Use this worksheet as a tool to guide your conversation with each intern to customize the general objectives to the interests of the student. This process will lay the foundation of a mutually beneficial experience. Revisit this goal sheet at mid-point and toward the end of the internship to discuss learning outcomes and next steps for the student.

**Internship Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# STEP 1: LEARNING OBJECTIVE

Begin building your internship by starting with the projected learning objectives for the student. Think about the variety of industry-related skills that you expect the student to acquire by the end of their internship. ***For assistance, you may refer to*** [***http://online.onetcenter.org***](http://online.onetcenter.org/) ***for additional info on the knowledge, skills, and abilities associated with most occupations.***

|  |
| --- |
|  **Learning Objective***By the end of the internship, the student will be able to…* |
| 1\* |  |
| 2\* |  |
| 3\* |  |
| 4 |  |
| 5 |  |

 ***Provide a minimum of 3 learning outcomes***

# STEP 2: TRAINING

Identify the specific method of training you will employ to ensure your intern achieved each respective learning outcome. Consider the ***type and frequency of mentorship*** you will provide and ***any materials, assignments, or orientations*** the intern must complete as part of their ongoing training process.

|  |
| --- |
| **Proposed Training Method***To help the intern achieve the proposed learning outcomes, I will…* |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

# STEP 3: TASKS

Finally, develop specific tasks, projects, or assignments that are intended to demonstrate the student’s progress towards achieving their learning outcomes. While administrative tasks are important, we ask that any administrative assignments account for no more than 20% of the intern’s time throughout their internship term.

|  |  |
| --- | --- |
| **Learning Outcome #** | **Tasks, Projects, or Assignments***The intern will demonstrate their learning outcomes by…* |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

# STEP 4: Career Readiness Competencies

In addition to building skills and knowledge related to a profession, students should also be aware of the core competencies, transferable skills, they are developing.

1. Select the competencies below that are most related to this internship.
2. Discuss how you (the manager) see these demonstrated in your work environment.

|  |  |  |
| --- | --- | --- |
|  | Problem Solving | Exercise sound reasoning, analytical thinking, inventiveness; use knowledge and data to solve problems and make decisions |
|  | Professionalism | Demonstrate personal integrity, effective work habits, and professional work image |
|  | Communication | Show understanding of audience’s diverse needs in order to articulate thoughts and ideas clearly and effectively in written, verbal, and non-verbal forms |
|  | Teamwork | Collaborate and work within a diverse team structure; negotiate and manage conflict |
|  | Leadership | Draw upon interpersonal and organizational skills to motivate and develop others to achieve common goals |
|  | Technology | Select and use appropriate technology to solve problems and accomplish goals |
|  | Intercultural Fluency | Value, respect, learn from, and interact with people from diverse cultures, races, ages, genders, sexual orientations, religions, nationalities, abilities, and socioeconomic backgrounds |
|  | Career Management | Identify and articulate relevant skills, knowledge, and experiences in pursuit of career opportunities; self-advocate and identify areas of professional growth. |

 *Adapted from the NACE Career Readiness Competencies*