



INTERNSHIP WORK AND LEARNING PLAN

Student's Name: _____

Field Placement Agency: _____

Field Placement Supervisor: _____

Internship Dates: _____

Please include at least one knowledge, one skill, and one professional objective on your Work and Learning Plan. The Learning Plan will help guide the structure and outcomes of the internship experience and should be reviewed and revised throughout the semester as needed. Your supervisor will be asked to assess your progress towards achieving these objectives during the internship performance evaluation process. Learning objectives should be (SMART) Specific, Measurable, Attainable, Results-Focused, and Time-Specific.

Knowledge Objectives

Objective #1: _____ Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Objective #2 (Optional): _____ Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Skill Objectives

Objective #1: _____ Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Objective #2 (Optional): _____ Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Professional Objectives

Objective #1:

Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Objective #2 (Optional):

Completion Date: _____

Work/Learning Activities: _____

Evidence of Completion/Achievement: _____

Student's Signature: _____ Date: _____

Internship Supervisor's Signature: _____ Date: _____

Tips for Creating an Internship Work and Learning Plan

Your academic internship at SHSU is one of the few opportunities you will have to help write your own goals for a learning experience. The Work and Learning Plan is designed to help you negotiate what you want to get out of your internship experience. It is also a communication tool that you can use with your supervisor to develop a work plan that will fulfill your agency needs and your own personal needs. Below are some guidelines to help you and your supervisor create an effective Learning Plan. You must develop your Work and Learning Plan with your internship supervisor.

TYPES OF OBJECTIVES

Knowledge objectives allow you to identify and target what you need to know in order to be an effective intern and a strong candidate for positions in your particular industry. **Skill** objectives focus on what you need to know as a professional in your field. **Professional** objectives will help you refine or develop your career path and enhance your ability to secure a job after graduation.

CRITERIA FOR A GOOD OBJECTIVE

Your learning objectives should be SMART:

- **Specific** – objectives that are too broad are hard to accomplish
- **Measurable** – think about how you know when you have achieved your objective
- **Attainable** – make sure you have selected an objective that you can actually achieve
- **Results-oriented** – your objective should have an outcome that results from your effort
- **Time-specific** – objectives need to be achieved in a realistic amount of time

Each objective should begin with an action verb. Avoid vague terms such as “learn” and “understand” and use more observable words such as analyze, describe, create, enhance, prepare, define, identify, compare, assess, etc.

ACTIVITIES

Once you have specified your learning objectives, think about a diverse set of learning activities and strategies that will help you achieve your objectives. Expand beyond your preferred learning style, and consider a range of activities such as reading, shadowing, hands-on training, attending professional association meetings, etc.

EVIDENCE

How will you know that you have achieved your objectives? Think about different ways that you can document your learning. Whenever possible, apply your learning to projects and work products that you can include in your professional portfolio as evidence of your accomplishments.

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LEARNING OBJECTIVE EXAMPLES

Scenario: You are a marketing intern and you would like to learn more about Search Engine Optimization (SEO). An objective of “learn more about Search Engine Optimization” is very broad and does not provide much direction. Below is a way to approach learning about SEO in a more concrete and manageable way.

Knowledge Objective: *Describe how search engines operate.*

Activities: Read “Beginners Guide to SEO”; attend weekly staff meetings; interview the SEO manager

Evidence: Host a brown bag lunch for other interns and provide a ten-minute tutorial on how search engines operate

Scenario: You are completing your internship at a social services agency and you would like to determine if a particular social service program is effective. You would also like to learn how to communicate effectiveness to others. An objective of “measure if our social service programs are working” is very open-ended and does not meet the SMART criteria test. Below is a way to create a SMARTer objective focused on attaining the desired skill.

Skill Objective: Evaluate the effectiveness of social service programs to determine if they are meeting their goals.

Activities: Discuss an existing Program Impact Report with supervisor; review additional completed Program Impact Reports; draft a Program Impact Report for the XYZ Program and review with supervisor and XYZ Program Leader

Evidence: Completed and approved XYZ Program Impact Report; internship performance evaluation

Scenario: One of your goals following graduation from Sam Houston State University is to secure a position at a social service agency working with children. During your internship you want to determine which agencies and jobs might be best, or if you would even enjoy the work. An objective of “finding a job at a social service agency that works with kids” does not nail down a specific objective or provide a path toward achieving the objective. Below is a way to construct an objective that will set you on the path toward achieving your professional objective.

Professional Objective: To clarify my career goals by speaking with others in the career field

Activities: Meet with three people inside my internship organization and three people outside my internship organization who are in careers in which I am interested. Discuss their daily work activities, including their joys and frustrations with the work. Ask them for advice on finding a career in this field. Specific activities include:

- Joining LinkedIn groups appropriate for my career goals and connect with people of interest to schedule meetings;
- Asking my supervisor to connect me with people both inside and outside my organization;
- Conducting informational interviews with at least six people to discuss their educational paths, job duties and advice for those new to the career.

Evidence: Business cards; LinkedIn connections; notes from at least six completed meetings; a written plan of career options and the pros and cons of each