



Menlo College Internship Learning Plan

Name: _____

Internship Site: _____

Supervisor: _____

Internship Dates: _____

*Please include at least one knowledge, one skill, and one professional objective on your 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) **S**pecific, **M**easurable, **A**ttainable, **R**esults-Focused, and **T**ime-Specific.*

KNOWLEDGE OBJECTIVES

Objective:

Learning Activities:

Evidence:

Completion Date:

Objective:

Learning Activities:

Evidence:

Completion Date:

SKILL OBJECTIVES

Objective:

Learning Activities:

Evidence:

Completion Date:

Objective:

Learning Activities:

Evidence:

Completion Date:

PROFESSIONAL OBJECTIVES

Objective:

Learning Activities:

Evidence:

Completion Date:

Objective:

Learning Activities:

Evidence:

Completion Date:

Intern Signature

Date

Supervisor Signature

Date

Creating an Internship Learning Plan

Your academic internship at Menlo College is one of the few opportunities you will have to help write your own syllabus for a learning experience. The 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 if the internship experience is not meeting your expectations. Below are some guidelines to help you create an effective Learning Plan. **Please type your learning plan.**

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 how to do as a professional in your field. **Professional** objectives will help you refine or develop your career path and enhance your ability to get a job after graduation.

CRITERIA FOR A GOOD OBJECTIVE

Your learning objectives should be SMART:

Specific
Measurable
Attainable
Results-oriented
Time-specific

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.

LEARNING OBJECTIVE EXAMPLES

1. Let's say that you are a marketing intern and you really want to learn more about Search Engine Optimization (SEO). An objective of "learn more about Search Engine Optimization" is very broad and doesn't 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

2. Let's say that you are completing your internship at a social services agency and you want to be able to determine if a particular social service program is working or not and how to communicate this information 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

3. Let's say that your goal following graduation from Menlo is to attend graduate school, and while on your internship you want to determine which programs/schools would be best, or if graduate school is even the best path given your career goals. An objective of "learn about graduate schools I might attend" does not nail down a specific objective or provide a path toward achieving the objective. Below is a way to craft an objective that will set you on the path toward achieving your professional objective.

Professional Objective

Meet with 3 people inside my internship organization and 3 people outside my internship organization who are in careers in which I'm interested to discuss their educational past and recommendations for me.

Activities: Join LinkedIn groups appropriate for my career goals and connect with people of interest to schedule meetings; ask supervisor to connect me with people both inside and outside my organization to meet with; conduct informational interviews with at least 6 people to discuss their educational paths and recommendations for me

Evidence: Business cards; LinkedIn connections; at least 6 completed meetings; a written plan of program/school options and the pros and cons of each