

(INSERT FACULTY NAME) INTERNSHIP PROGRAM

Student Name:		Student Number:	
Company:		Location:	
Job Title:			
Internship Period:	/ / to / /	Length in months:	4 8 12 16
Supervisor Name:		Phone Number:	
		Email:	

Before completing the following activities, reflect on the following questions:

- What are some of my long-term goals (career and/or educational)?
- How does the internship experience fit with some/all of these goals?
- What do I hope to accomplish from the experience?
- What skills/knowledge do I have that will help me accomplish these goals?
- What skills/knowledge do I need to develop to accomplish these goals?

Complete the following activities in a collaborative manner with your Internship Supervisor.

LEARNING OUTCOMES

Learning outcomes help to identify what you will be able to do upon completion of the internship. These will be a work in progress throughout the duration of the internship, and may require revision as you progress through the work term.

Consider the roles and responsibilities that you will take on during the internship. How will these contribute to the development of your skills and knowledge?

In developing learning outcomes, consider using the S.M.A.R.T. format (Specific, Measurable, Adaptable, Realistic, and Time-targeted):

- **Specific:** Outcomes should be simple and specific (identify who, what, where, why).
- **Measurable:** Outcomes need to be quantifiable (what tool/indicator can we use to measure success?).
- **Attainable:** Outcomes should be realistic.
- **Relevant:** Outcomes should be relevant to the student's goals and the needs of the employer.
- **Time-bound:** Outcomes need to have a set end date and time (e.g., when will the outcome be achieved?).

Using the chart on the next page, work collaboratively with your Supervisor to identify at least three specific learning outcomes that you would like to accomplish throughout the duration of the internship. Develop a learning plan for each outcome to determine how the learning will be achieved, and consider how you will measure whether you have successfully met the learning outcome.

<p align="center">Learning Outcome</p> <p align="center"><i>What will you be able to do upon completion of the internship?</i></p> <p>Considerations:</p> <ul style="list-style-type: none"> • What skills are you hoping to develop? Visit the Conference Board of Canada website for a list of employability skills that may be relevant to the internship position • What do you hope to add to your resume by the end of the experience? 	<p align="center">Learning Plan</p> <p align="center"><i>How will the learning be achieved?</i></p> <p>Considerations:</p> <ul style="list-style-type: none"> • What tasks/projects will you be working on? • What strategies could you use to achieve your learning outcomes? 	<p align="center">Measures of Success</p> <p align="center"><i>How will you know if you have achieved your learning outcomes?</i></p> <p>Considerations:</p> <ul style="list-style-type: none"> • What does success look like? • What work will you complete? • What will be new/different because of your work? • How will your work contribute to the organization's goals?
<p><i>Example: By the end of this experience, I will demonstrate an understanding of how the use of social media can contribute to organizational goals.</i></p>	<p><i>Example: I will conduct a review of the organization's social media presence, find areas for improvement, and make recommendations to the organization accordingly.</i></p>	<p><i>Example: I will demonstrate an understanding of the organization's social media presence through submission of a formal recommendation report, which will highlight areas for improvement and strategies for greater engagement with the public through use of social media tools.</i></p>

1. Reflect on the learning outcomes identified above. What are some possible obstacles that you may encounter as you navigate this new role?

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2. What are some possible ways you could mitigate these obstacles?

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3. Identify any resources you may need throughout your work term (e.g. policy/procedural manuals, staff resources, access to systems/data, etc.):

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4. Decide when you will complete the following with the help of your Supervisor and Coordinator:

	Date
Orientation to the workplace and outstanding training requirements (e.g., WHMIS, etc.)	
Follow-up meeting with your Supervisor to discuss your progress on the above learning outcomes	
Mid-Point Site Visit and Mid-Point Check-In with the Internship Coordinator	
Final Self-Assessment and Final Evaluation	
Final Report	

Please sign and date to acknowledge your agreement below, and submit your completed document to the Internship Coordinator either in-person or via email at (insert email address).

	Signature	Date
Student:		
Internship Supervisor:		
Internship Coordinator:		