

## Internship Learning Plan

Interns are required to develop a learning plan to connect interests, academic pursuits, and aspirations for life after Carleton to the internship experience. A learning plan is a signed agreement between the student, the student’s supervisor, and the Career Center. It includes information about the internship and learning goals, and describes how to share reflections and lessons learned with the Carleton community. Learning plans are due within two weeks of the internship’s start.

### Instructions

1. Type a draft of your learning plan, using the guidelines provided to develop learning goals and methods.
2. Schedule a learning plan appointment with a Career Center staff member on the Tunnel.
3. Complete your learning plan appointment with a Career Center staff member. Please bring a typed draft to this 15-minute meeting. It is not necessary to print your draft; you will edit and sign the document electronically.
4. Upload your learning plan, signed by you and a Career Center staff member, to Moodle (or where instructed)
5. Review the learning plan with your supervisor on the first day of your internship. Have your supervisor electronically sign the document, and upload this completed version to Moodle (or as advised) during the first two weeks of your internship.

### Learning Goals

A **learning goal** reflects what you hope to gain during an internship. It should be reflective, intentional, specific, and directly relevant to your internship experience. At least one learning goal must be related to a **core skill**.

Examples include:

- “I will intentionally explore ...”
- “I plan to learn or develop...”
- “I intend to apply theory/concepts/learning from X course to...”

### Core Skills

#### Interpersonal

- Take direction
- Demonstrate independence and initiative
- Work with others in a team
- Accept constructive feedback
- Contribute positively to onsite morale
- Forge connections with diverse groups

#### Professional Attributes

- Present a professional demeanor
- Be curious and eager to learn
- Demonstrate confidence
- Display creativity in work
- Apply critical thinking skills
- Demonstrate leadership

#### Performance-based

- Ability to communicate clearly
- Work ethic/engagement with work
- Punctuality/ability to meet deadlines
- Follow through to complete initiatives
- Quality of work (minimal errors)
- Problem solving

### Learning Methods

A **learning method** is the way you intend to achieve a learning goal. Learning methods should be specific and action-oriented.

Examples include:

- “I will read and discuss resource material, as suggested by my supervisor.”
- “When invited, I will attend staff meetings and/or workshops.”
- “I will conduct three informational interview with staff members at my internship site.”

### Reflection & Learning

How will you develop and bring back your reflections and learning to campus? All interns are required to write a short reflection paper about the experience. In addition, you could undertake optional reflection opportunities.

Examples include:

- Write notes of appreciation to supervisor and other contacts
- Maintain a personal blog or journal
- Update resume and LinkedIn profile with accomplishments

## Internship Learning Plan

### Instructions for Completion

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**Name:**

**Major:**

**Class Year:**

**Internship Site:**

**Location:**

**Description:**

### Learning Goals (At least one must be related to a core skill)

**Goal:**

**Method:**

**Goal:**

**Method:**

**Goal:**

**Method:**

### Reflection

**Required:** Reflection blog (15 posts over the course of the internship)

**Required:** Reflection essay

**Required:** Reflection poster and poster session

**Optional:**

### Signatures

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

**Date:** \_\_\_\_\_

**Career Center Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_