



Student & Supervisor Goal Setting Worksheet

STUDENT AND SUPERVISOR INFORMATION

Student Name: _____

Supervisor Name & Title: _____

Organization Name: _____

Student Email: _____

Supervisor Email: _____

Organization Address: _____

INTERNSHIP INFORMATION

Internship Description: _____

Expected Internship Start Date: _____

Expected Work Hours: _____

Expected Internship End Date: _____

Paid or Unpaid: _____

» If **unpaid**, please review the Fair Labor Standards Act **guidelines** prior to the beginning of the internship.

» If **paid**, please indicate if it is a stipend or hourly wage: _____

EXPECTATIONS (to be completed by supervisor)

Supervision (please describe supervision that will be received. For example, one-on-one meetings, mentorship etc.)

Example: *Intern will meet weekly with supervisor to discuss progress and weekly goals. The intern will work on a major project with the guidance from a supervisor and mentor within the office. Opportunities will be available for continued professional development. The student will receive a mid-point evaluation to assess their progress and discuss the internship environment.*

Culture: What are some elements of the company culture that would be important for the intern to know prior to the internship?

Examples: *Professional development opportunities, supervisory styles, workplace expectations, company outings, company values and mission and leaders at the organization)*

Job/function: Describe some of the major project(s) to be completed by the intern? What department will the intern be working in? What should the student know about the department prior to starting the role?

Hours: What are the projected work hours and days for the intern? Can the intern conduct their work remotely?

LEARNING GOALS (Student to complete with input from their supervisor)

Example learning goal: *Creating a professional network*

Actionable steps to achieve goal: *Setting up conversations with individuals in different departments; attending company-wide meetings; meeting with peers (fellow interns).*

Academic Learning Goals (How will this internship will relate to your academic field of study and extend learning beyond the classroom)

1.

2.

Soft Skills Development Goals (e.g., communication, teamwork, decision-making, time management, organization, etc.)

1. **Goal:** _____

Task/duty to improve this goal: _____

2. **Goal:** _____

Task/duty to improve this skill: _____

Industry-related Skills and Expertise Goals (e.g., coding, software and modeling, design, contract negotiation, etc.)

1. **Goal:** _____

Task/duty to improve this goal: _____

2. **Goal:** _____

Task/duty to improve this skill: _____

Professional Development Goals (e.g., creating a professional network, demonstrating professionalism, asking for feedback, conducting informational interviews, etc.)

1. **Goal:** _____

Task/duty to meet this goal: _____

2. **Goal:** _____

Task/duty to meet this skill: _____

Student Signature:

Date:

Internship Supervisor Signature:

Date:
