

### Setting S.M.A.R.T. Learning Goals for Your Internship

Now that you have started your work at the internship, you should set learning goals for your experience. These goals must be related to what you can reasonably achieve at the site within the timeframe involved—and should include transferrable marketable skills. Please share them with your supervisor. Also please keep in mind that your goals must be Specific, Measurable, Attainable, Realistic and Time-bound (S.M.A.R.T.) as in the example below. **Tip:** Setting these goals now will give you a head start to complete the last written assignment for the class.

<b>Goal (example)</b>	Become a good event planner
<b>Specific:</b> What I want to learn	Able to organize events for groups of 25 or more
<b>Measurable:</b> How will I know I reached my goal?	I will be able to organize at least one event of that size through my internship experience
<b>Attainable?</b> How will I do it in a way that is reasonably within my reach?	Shadow my supervisor and other event organizers, ask questions and take notes. Read about event planning ideas and tips online and in meeting planning magazines.
<b>Realistic:</b> How will I do it given my current responsibilities, needs, etc.	I will do most of this while at the internship, or as part class discussions and assignments
<b>Time-Bound:</b> Deadline	By the end of the internship period.
<b>Reaching this goal matters because:</b>	Personal challenge; team needs
<b>Signature StrengthsFinder Theme You will Use to Reach this Goal:</b>	Activator Theme (because I can make things happen)

Please use the blank form in the page below to write **two** learning goals for your internship experience. Share them with your supervisor, and obtain his or her signature, to make sure that your goals make sense within the context of your internship.

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<b>Goal #1</b>	
<b>Specific:</b> What I want to learn	
<b>Measurable:</b> How will I know I reached my goal?	
<b>Attainable?</b> How will I do it in a way that is reasonably within my reach?	
<b>Realistic:</b> How will I do it given my current responsibilities, needs, etc.	
<b>Time-Bound:</b> Deadline	
<b>Reaching this goal matters because:</b>	
<b>Signature StrengthsFinder Theme You will Use to Reach this Goal:</b>	

Supervisor Signature \_\_\_\_\_

<b>Goal #2</b>	
<b>Specific:</b> What I want to learn	
<b>Measurable:</b> How will I know I reached my goal?	
<b>Attainable?</b> How will I do it in a way that is reasonably within my reach?	
<b>Realistic:</b> How will I do it given my current responsibilities, needs, etc.	
<b>Time-Bound:</b> Deadline	
<b>Reaching this goal matters because:</b>	
<b>Signature StrengthsFinder Theme You will Use to Reach this Goal:</b>	

Supervisor Signature \_\_\_\_\_