

Internship Goals & Learning Outcomes

Intern's Name: _____

Internship Job Title: _____

Purpose of this Form: To define the job responsibilities and set clear expectations for the internship. This form should be completed the first week of the internship. These in turn will be the basis of the Employer's Midterm and Final Evaluations which are part of the final grade.

Directions to the Intern: Meet with your site supervisor and complete this job evaluation before starting but not later than the completion of the first week of the internship. If these job responsibilities change substantially, update this document accordingly.

Directions to the Employer: Please spend some time clearly defining the responsibilities and goals for the internship. Formally listing these will ensure that the intern, the employer, and the university are in agreement.

Job Responsibilities

List the roles, activities, and duties that the intern will be performing.

- 1.
- 2.
- 3.

Successful Results

List the desired results, expected deliverables, and goals accomplished that would denote successful completion of the internship.

- 1.
- 2.
- 3.

Professional Development

List any job-specific skills or knowledge that the intern will need to successfully perform the above. Also list any training that is planned to gain these skills or knowledge.

- 1.
- 2.
- 3.

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____