

Learning Plan

Ask yourself: What am I hoping to achieve and learn during the internship?

It is important to know why you are pursuing an internship, while remaining flexible and open to opportunities that may arise. Once you have determined your goals, review them with your supervisor and discuss ways you can realistically achieve them. Drafting a Learning Plan is an effective way to structure your internship goals and identify your overall mission. A clear focus is essential in identifying appropriate opportunities as well as setting expectations between you and your employer.

Once you have developed and articulated summer goals, consider in detail how you will achieve and evaluate them. Identify specific professional skills and knowledge you are looking to gain, and the tasks/projects that will help you achieve these. You may also wish to include personal goals regarding attitudes and values (e.g. being more patient, being able to adapt quickly in changing environments).

Sample Learning Plan

Goal	Tasks/Projects/Activities	Evaluation
Skill-based Goal (acquire, conduct, explain)	Name 1-3 tasks to achieve this goal	Identify how each task/project/activity will be evaluated
Skill-based Goal (conduct, classify, verify)	Name 1-3 tasks to achieve this goal	Identify how each task/project/activity will be evaluated
Knowledge-based Goal (learn, comprehend, understand)	Name 1-3 tasks to achieve this goal	Identify how each task/project/activity will be evaluated
Personal Goal (value, appreciate)	Name 1-3 tasks to achieve this goal	Identify how each task/project/activity will be evaluated

Remember
 Identify the supervision plan. Who is your supervisor? When and how often do you meet? Where does supervision take place (e.g. in meetings, while on the job)? How is supervision conducted?

A Learning Plan will be helpful in finding/creating an internship; it can serve as the basis for mutual understanding and expectations between you and your internship supervisor/employer. Additionally, it can assist during mid-internship check-ins to assess what to focus on in the remainder of the internship.

Your Learning Plan should reflect learning of substance and should challenge you. If you feel that you are unable to accomplish a specific goal, take time to review the tasks/projects/activities with your supervisor. The Learning Plan can be adapted and modified to ensure both your and your employer's goals are met.

Once your internship is completed, you can use your Learning Plan to help update your resume and cover letter, and can reflect upon your goals and accomplishments for networking and interviewing opportunities.