

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

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 reflect upon your goals and accomplishments for networking and interviewing opportunities and help update your resume and cover letter.

Learning Plan

Name: Eli Yale

Position Title: Aquarium Education Intern

Employer: Aquarium ABC

Below is an example of a learning plan Eli Yale has created for his internship at Aquarium ABC in Seattle, Washington.

Eli is working in the Education Department of the aquarium. His responsibilities include: work with local elementary schools for summer school trips to the museum, serve as a liaison between the Education Department and Ticket Office, and assist Education Department director with daily summer school activities (serve as classroom assistant).

Sample Learning Plan

Goal	Tasks/Projects/Activities	Evaluation
Learn a variety of pedagogical practices and actively use them in my lesson plans for K-6 graders.	Research pedagogical practices and create lesson plans for different age groups. Use them in Aquarium ABC's summer school activities.	Receive feedback on lesson plans from supervisor, adjust with edits, and lead section during summer school. Reflect with supervisor each week on what did/didn't work.
Acquire hands-on experience liaising with educators bringing classes or other groups into the aquarium. (Enhance my communication skills both in-person and via email/phone)	Be the point-person for scheduling, outreach, and entrance times/tickets. Answer incoming questions from school groups/educators in a timely manner.	Feel more comfortable speaking over the phone. Answer emails within 2 business days. Successfully welcome 2-3 school groups during the summer.
Understand the variety of job functions within the Education Department and at the aquarium specifically to see how departments interact.	Host informational interviews with employees in different departments. Take detailed notes. Ask my supervisor for introductions.	Write a short 2-3 page summary: what surprised me, what did I learn, etc. Share with my supervisor for his/her feedback on next steps to looking further into this field for post graduate opportunities
Increase personal flexibility/adaptability to new situations and/or assignments	Ask questions if assigned a project I'm unfamiliar with. Ask for additional tasks when time permits, while still maintaining my internship responsibilities. Explore Seattle!	Personal assessment of how I responded to new and unfamiliar projects. What approach worked best for me?

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