



**Intern Learning Plan**

*Certificate of Career*  
to  
*Jordan Smith*  
This is to affirm that  
a completed

## **Defining Learning Goals** (refer to your *Internship Planning Worksheet*)

### **RATE & RANK YOUR LEARNING CRITERIA**

- Professional behavior / career knowledge base
- Communication skills
- Computer skills
- Career-specific skills
- Project-specific opportunities
- Build meaningful content for résumé and portfolio
- Earn positive references
- Enhance your overall employability

### **ALIGN WITH COMPANY & SUPERVISOR**

- Frame your learning plan / contract
  - May be integral to satisfy academic requirements
  - Balance with company's goals and plans for you
- Define job responsibilities
  - Is there a job description from recruiting document?
- Discuss career-related tasks with supervisor
- Establish rules of delegation
- Discuss method/frequency of evaluation

### **ASSESS, TRACK & REVISIT OFTEN**

- Strategies and available resources
  - Identify and court formal and/or informal mentors
  - Training programs / services for F/T employees
  - HR resources (get to know hiring managers)
  - Intranet / manuals
- Observe organizational culture
- Keep a journal of activity
- Complete Learning Plan (2-3 weeks into experience)
  - Revisit Plan at mid-point evaluation
  - Evaluate at end to assess success