

#  **Internship Program Site S.M.A.R.T Goals**

# **Part 1: Pre-Internship Goals**

The purpose of this assignment is to create a contract between the intern and the internship site supervisor. Interns and site supervisors will collaborate to formulate realistic goals for the internship at the beginning of the internship. At the midway and end points of the internship, the intern will provide artifacts that the goal has been met or attempted. The site supervisor will validate these artifacts with a signature.

We encourage the intern and site supervisor to author goals that follow the S.M.A.R.T acronym (S = specific, M = measurable, A = achievable, R = relevant, and T = time bound).

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| --- | --- |
| Name of Internship Host Site |  |
| Intern’s name |  |
| Internship Program Advisor’s Name |  |
| Host Site Supervisor’s Name |  |

**Based on intern desires and internship site research, the intern should develop five goals for the internship. These should be developed before the placement meeting.** Goals should be typewritten into this document. Three copies of this document should be brought to the placement meeting.

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| # | Goal Statement |
| Goal 1 |  |
| Goal 2 |  |
| Goal 3 |  |
| Goal 4 |  |
| Goal 5 |  |

|  |  |  |
| --- | --- | --- |
| Required Signature From | Signature | Date |
| Intern |  |  |
|  Internship Program Advisor |  |  |
|  Host Site Supervisor |  |  |



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# **Part 2: Program Internship Goals**

Based on the intern’s pre-internship SMART goals in part 1, the timeline of the internship, and the capabilities, wants and needs of the Internship Host Site Supervisor, the intern and the Internship Host Site Supervisor should refine the goals written for Part 1 to develop 5 goals for the intern.

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| Name of Internship Host Site |  |
| Intern’s name |  |
| Internship Program Advisor’s Name |  |
| Host Site Supervisor’s Name |  |

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| --- | --- |
| # | Goal Statement |
| Goal 1 |  |
| Goal 2 |  |
| Goal 3 |  |
| Goal 4 |  |
| Goal 5 |  |

|  |  |  |
| --- | --- | --- |
| Required Signature From | Signature | Date |
| Intern |  |  |
|  Host Site Supervisor |  |  |



#  **Internship Program Site S.M.A.R.T Goals**

# **Part 3: Midway Goal Completion Check**

**Directions:**

* Interns should retype the Program Goals from Part 2, written collaboratively with the Site Host Supervisor. Indicate if any changes or adaptations have been made to the original goals. If changes have been made, please indicate why.
* Provide evidence, with accompanying artifacts if appropriate, of progress made toward each goal

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| Name of Internship Host Site |  |
| Intern’s name |  |
|  Internship Program Advisor’s Name |  |
|  Host Site Supervisor’s Name |  |

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| --- | --- | --- | --- |
| Goal 1 | Original goal statement: | Revised goal statement: | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |
| Goal 2 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 3 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 4 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 5 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |

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| --- | --- | --- |
| Required Signature From | Signature | Date |
| Intern |  |  |
|  Host Site Supervisor |  |  |



#  **Internship Program Site S.M.A.R.T Goals**

# **Part 4: Final Goal Completion Check**

**Directions:**

* Interns should retype the Program Goals from Part 2, written collaboratively with the Site Host Supervisor. Indicate if any changes or adaptations have been made to the original goals. If changes have been made, please indicate why.
* Provide evidence, with accompanying artifacts if appropriate, of completion of goal.

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| Name of Internship Host Site |  |
| Intern’s name |  |
|  Internship Program Advisor’s Name |  |
|  Host Site Supervisor’s Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Goal 1 | Original goal statement: | Revised goal statement: | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |
| Goal 2 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 3 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 4 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |
|  |  |  |  |
| Goal 5 | Original goal statement: | Revised goal statement:  | Justification for revision of goal: |
| Describe evidence of progress made toward this goal: |

|  |  |  |
| --- | --- | --- |
| Required Signature From | Signature | Date |
| Intern |  |  |
|  Host Site Supervisor |  |  |