**Internship Learning Goals**

Building a Meaningful Youth Internship

# **OVERVIEW & PURPOSE**

To ensure the responsibilities in your internship description align with the skills you want interns to develop, you'll begin by creating concrete learning goals. These goals will then guide the development of specific tasks, which will serve as the foundation of your internship description.

*Why is this helpful?*

* **Creates a purposeful internship experience** Aligning responsibilities with learning goals ensures the internship is intentional and impactful—for both you and your interns.
* **Enhances intern engagement and growth** When tasks are clearly tied to meaningful outcomes, interns stay more engaged, learn more effectively, and see the value of their work.
* **Supports effective supervision and mentorship** Learning goals give you a clear framework for guiding, supporting, and evaluating your interns throughout the experience.

# **INTERNSHIP STRUCTURE**

1. Schedule *(If hosting a Path to Purpose intern, they must complete a minimum of 40 hours in the Spring semester)*:
2. Type of internship *(rotational, role specific, project-based)*:
3. Compensation:
4. Supervisor(s):

*Note: Encourage this person to attend our upcoming mentorship workshop!*

# **LEARNING GOALS- “The What”**

Create five standards that represent skills students need to be successful in your industry. Using that standard, create a specific learning goal that your intern will be able to achieve over the length of their internship.

Example:

Communication.

By the end of this internship, a student will be able to communicate effectively within a team through Microsoft Outlook, Teams, and internal file sharing platform.

# **LEARNING GOALS- “The How”**

What opportunities will the intern have to achieve these learning goals? Create tasks, projects, or roles that align with these goals.

Example:

The intern will be responsible for preparing and sending weekly emails to the team, providing updates on new CTE opportunities for youth in Sonoma County.

*This worksheet is designed to help you clearly define what you want your intern to learn and accomplish by the end of their internship experience. These learning goals will form the foundation for shaping the role’s responsibilities and expectations, which will be outlined in greater detail in the internship job description. Once you have established your learning objectives, utilize the* [***Internship Job Description Content Guide***](https://docs.google.com/document/d/1vL2GS1bBmdBn_RnQp0cu2pY3DtkaBgTuk18naqmfiIw/edit?usp=sharing) *to help you create a clear and effective job description. This document is view only, so please download to edit.*