# Setting Internship Goals

Start off the internship strong! Supervisors, explain why tasks are important. Interns, ask how your work fits into the big picture. What seems like busy work or menial tasks may be important to the work of your team.

## Purpose

* Set clear goals to strive for during the internship.
* Discuss expectations for day-to-day activities and tasks.
* Understand how the day-to-day work connects to the bigger picture.
* Begin communication between intern and the internship site.

## Instructions

1. **Draft:** Intern drafts at least three learning goals to work toward this year. Goals can be broad to stretch the entire year. Explain why each goal fits with larger career goal or future. You can write these as [SMART goals](https://www.mindtools.com/a4wo118/smart-goals) if you prefer.
2. **Meet:** Intern and day-to-day supervisor meet in the first 2 weeks of the internship. This should take no more than 30 minutes. In this meeting:
	* Intern asks supervisor to explain the overall big picture of what they do, or the “why” of the research or work in a 1-2 sentence elevator pitch.
	* Intern shares the goals.
	* Supervisor shares the specific work activities or tasks that fit each goal.
	* Discuss and brainstorm professional development and other trainings to meet these goals. For example, attending meetings that the supervisor takes part in, attending a journal club in the field of study, attending seminars or workshops, doing a training through the library, or any other activity that will enhance the learning experience.
3. **Schedule:** Select regular check-in meeting times to review work and progress.
4. **Submit:** Intern submits the goals Canvas assignment with the elevator pitch and uploads the goals document.
5. **Revisit:** In the spring, reflect on and update this document with the progress on your goals since the fall. Use the progress section of this form under each goal. This will be set as an assignment in Canvas.

## Tips for Goals

Need help choosing goals? Ultimately these are your goals so do what works best for you. We recommend one goal each around:

* strengthening transferable skills
* growing as a professional
* understanding the content or topic of the work

# LHSI Intern Goals

**Big picture, elevator pitch, or “why” of the internship site:** Click or tap here to enter text.

**Intern Name**: Click or tap here to enter text.

**Direct Supervisor Name**: Click or tap here to enter text.

At my internship this year, I will work toward the following goals:

**Learning Goal #1:** Click or tap here to enter text.

How does this goal fit into your career journey or prepare you for the future?

Click or tap here to enter text.

What tasks, responsibilities, projects, or activities will you do to meet this goal?

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Progress on this goal since fall: Click or tap here to enter text.

**Learning Goal #2:** Click or tap here to enter text.

How does this goal fit into your career journey or prepare you for the future?

Click or tap here to enter text.

What tasks, responsibilities, projects, or activities will you do to meet this goal?

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Progress on this goal since fall: Click or tap here to enter text.

**Learning Goal #3:** Click or tap here to enter text.

How does this goal fit into your career journey or prepare you for the future?

Click or tap here to enter text.

What tasks, responsibilities, projects, or activities will you do to meet this goal?

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

Progress on this goal since fall: Click or tap here to enter text.