



TOOLS

Internship Learning Plan and Evaluation

Student: _____

Phone: _____ Email: _____

Semester/Quarter: _____ SLC: _____

School: _____

Teacher/Internship Supervisor: _____

Phone: _____ FAX: _____

Email: _____

Worksite Supervisor: _____

Phone: _____ FAX: _____

Email: _____

Company: _____

- On-the-Job Training Internship _____ *(indicate program)*
- SCL Career Development Internship Work-Sample Work-Study Extended Job Shadow
- Other _____

Planned Review Dates:

1. Beginning _____ 2. Midterm _____ 3. Final _____

Agreement: The undersigned supervisor, student and teacher agree with the validity of the objectives listed below. The supervisor and school agree to provide necessary supervision, training and counseling to insure maximum educational benefits to the student. The supervisor agrees to comply with employment regulations without regard to race, color, national origin, sex or handicap as required by law. The student agrees to abide by OJT/VJT and/or _____ guidelines.

(School District Name)

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Internship Hours During This Period *(To Be Completed at the End of the Internship Experience)*

From _____ (Date) To _____ (Date) Total Hours _____ Supervisor's Initials _____

Student Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Teacher Signature: _____ Date: _____



TOOLS *(continued)*

Internship Learning Plan and Evaluation

Student: _____ Date Established: _____

Date Evaluated: _____

When identifying learning objectives remember to indicate the answers to the following questions: What do I want to learn? How will I learn this? How will the result be measured? By when will the learning have taken place? See the *Guides to the Internship Plan* for more information on how to write learning objectives.

Evaluation Instructions: Indicate level of student performance by checking the appropriate box. Refer to legend on page three for definitions of each level. Turn in or fax to teacher at each evaluation date.						
These objectives are task and skill oriented. Worksite supervisor and student determine appropriate objectives based on tasks that will support student learning.						Comments
Skill Development Learning Objectives	Not Exposed	Training Level	Improving Toward Entry Level	Entry Level	Exceeds Entry Level	
Instructions: Indicate date each objective is established and met in the appropriate box.						
These enrichment objectives are related to workplace opportunities to enhance academic learning as well as student interest. Student and worksite supervisor determine what learning opportunities are available and appropriate and set objectives.					Comments	
Academic Enrichment, Career Exploration and Personal Improvement Learning Objectives	Date Established		Date Received			



TOOLS *(continued)*

Internship Learning Plan and Evaluation

Measurable Learning Objectives

What are learning objectives?

A measurable learning objective is a statement that clearly and precisely describes what it is that you intend to accomplish during your internship. Each learning objective involves new learning, expanded growth or improvement on the job and benefits both you and the workplace.

Why are learning objectives important?

Internships and service learning projects are designed to enhance your education. When learning objectives are carefully crafted and evaluated you get the most out of your experience. They help you connect what you learn in school to the skills you observe and practice at the workplace.

How do I write learning objectives?

The first step in preparing for your internship or service learning project is to think about what you would like to learn and be able to do as a result of this experience. The checklist below can help you to organize, prepare and write learning objectives that will work for both you and your workplace.

- Complete the **SCANS Skills Assessment** to measure your skills.
- Learn about **All Aspects of an Industry** to understand more about the workplace.
- Conduct a **Pre-Internship Worksite Supervisor Interview** with your worksite supervisor to discover learning opportunities and requirements at the workplace.
- Draft your learning objectives using the **Student Learning Objectives Worksheet**.
- Review your learning objectives with your worksite supervisor.
- Use the **Internship Plan** to record your learning objectives. Meet with your worksite supervisor and teacher to finalize your **Internship Plan**.