

GOAL DEVELOPMENT AGREEMENT

Intern	
Name: Example 1	Phone: Example 1
Major/Minor: Example 1	WOU Email: Example 1
Supervisor	
Name: Example 1	Phone: Example 1
Department: Example 1	
Title: Example 1	Email: Example 1
Internship	
Position Title: Professional and Technical Writing Intern	
Major Duties: <ul style="list-style-type: none"> • Help organize the spring meeting for Professional and Technical Writing Advisory Board • Help organize our course offerings in Salem and our new certificate in Professional and Technical Writing • Help find contacts for possible internships for students in Professional and Technical Writing • Help create a social event or two for students to meet each other and learn more about English and Professional and Technical Writing (if time) 	

Steps to follow: S.M.A.R.T. Model	Academic Goal(s)
	Related to ideas, concepts, or theories of the field of study/internship experience (think of academic content and job-specific duties).
What do you want to accomplish from this internship? (goals)	The jobs of this internship will help tie my English degree to a more professional setting, as I want to become a book editor. I hope to accomplish a link between academic life and job prospects.
What steps will be taken to achieve these goals? (activities/tasks)	The tasks of the internship will help build the connection between my degree and the working world.
What skills do you have or will use that will help you achieve your goals?	I will use my knowledge gained from being an English major and what I gain from the internship to help start that link between academic life and a professional work environment.
How will progress be measured and monitored?	Over weekly meetings with my supervisor.
How do these goals fit with your long-term career plans?	This goal fits with my career plan as it provides a first-hand look of using an English based degree in a professional workplace setting.

What is the deadline for these goals?	End of the internship: spring term 2019.
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Steps to follow: S.M.A.R.T. Model	Professional Goal(s)
	Job-related skills specific to the field of study/occupation, such as oral/written communication, critical thinking, problem solving, leadership, technical, etc. (think of skills employers look for).
What do you want to accomplish from this internship? (goals)	I want to develop my leadership skills and strengthen my problem solving, technical, and critical thinking skills.
What steps will be taken to achieve these goals? (activities/tasks)	The individual tasks my supervisor will provide will help develop my leadership skills and collaborative tasks will help my problem solving, technical and critical thinking skills
What skills do you have or will use that will help you achieve your goals?	I have good problem solving and critical thinking skills, as well as good oral and written communication skills. I feel as though these skills will help me achieve my goals.
How will progress be measured and monitored?	Over weekly meetings with supervisor.
How do these goals fit with your long-term career plans?	Developing these skills will help me in an office setting, and also interact with clients, both current and prospective
What is the deadline for these goals?	End of the internship: spring term 2019.

Steps to follow: S.M.A.R.T. Model	Personal Goal(s)
	Related to personal growth and development, such as self-confidence, career awareness, clarification of work or values, time management, etc.
What do you want to accomplish from this internship? (goals)	I hope to achieve a sense of professionalism as well as tips for office work and time management skills in an office setting.
What steps will be taken to achieve these goals? (activities/tasks)	I will assist with and preform the major duties of my job, as I feel they will help me maintain the goals set.
What skills do you have or will use that will help you achieve your goals?	I already use time management on a daily basis, but I hope this internship will help me further develop those time management skills. I also started to develop a sense of professionalism that I hope this internship will strengthen.

How will progress be measured and monitored?	Over weekly meetings with supervisor.
How do these goals fit with your long-term career plans?	Good time management and professionalism to promote my capabilities to future employers.
What is the deadline for these goals?	End of internship: spring term 2019.

By signing below, you acknowledge, that as the intern and supervisor, you have met and agreed upon the above goals (electronic signature will be approved).

Intern Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____