

Internship Work Site Learning Plan

Overview: Each intern will develop **3 specific Learning Objectives** with their internship supervisor in addition to a **list of the tasks** the intern will complete, **safety precautions**, and any **prior skills** or knowledge necessary.

I. Purpose of Learning Objectives

- a. Learning objectives are statements that clearly define what a student will learn during the internship
- b. The objectives should help the student and the supervisor evaluate the learning progress of the intern
- c. Learning objectives should focus on select areas that the student will be exposed to throughout the internship
- d. Each learning objective should involve new learning, expanded growth, or improvement on the job

II. Guidelines for writing Learning Objectives

- a. Three objectives are required
- b. Each learning objective should be specific, measurable, and limited to a single definite result
- c. A measurable learning objective is a statement that clearly and precisely describes what it is the intern will accomplish by performing a task

III. Examples of Learning Objectives

- a. Intern will network and establish professional contacts in the advertising industry by attending a professional organization meeting or conferences
- b. Intern will learn how to address client questions relating to graphic design by attending client meetings
- c. Intern will learn the editorial process of magazine publishing by attending staff meetings
- d. Intern will improve design skills by using industry software to contribute to group project
- e. Intern will become proficient in Microsoft Excel by creating and maintaining company spreadsheets
- f. Intern will develop better interpersonal skills and learn how to establish strong colleague relationships by working as part of the design team

IV. Examples of Tasks to be completed

- a. Intern will work on PowerPoint presentation
- b. Intern will participate in projects that enable him/her to gain further knowledge of the design process
- c. Intern will participate as a team member in day to day office tasks
- d. Intern will attend client meetings
- e. Intern will attend staff meetings

INTERNSHIP WORK SITE PLAN

Name of Intern:

Name of High School:

Name of Company:

Name of Supervisor:

I. Learning Objectives

The Intern will:

1.

2.

3.

II. Task to be completed

The Intern will:

1.

2.

3.

List any **safety precautions** associated with the internship:

List any **prior skills or knowledge** expected of the intern:

What is the **expected dress code** for this internship?

How many **hours per week** will the intern work?

Intern's Signature: _____ Date: ____/____/____

Supervisor's Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

School Official's Signature: _____ Date: ____/____/____