Developing your Learning Goals
At the end of today’s presentation you will be able to:
• Identify at least 2 qualities employers value
• Identify at least 1 benefit of completing an internship
• Develop 3 SMART Learning Goals
• Identify at least 2 things you can do to make the most of your internship
What is the benefit of completing an internship?

• Allows you to “test drive” career options
• Increases the likelihood of receiving a job offer in the future
  63.1% of paid interns received at least one job offer compared to 35% for students who did not have an internship-Class of 2013 Student Survey, NACE
• Employers prefer to hire students with previous work experience
  71.0% of employers prefer to hire candidates with relevant work experience –NACE Job Outlook 2013
  60% of employers favor experience gained through an internship-NACE Job Outlook 2013
• It may increase your starting salary
  Median starting salary for new grad with paid internship experience is $51,930 compared $37,087 for students with no internship -Class of 2013 Student Survey, NACE
What are the top 5 skills for employers?

Ability to:

• Verbally communicate with persons inside and outside the organization
• Work in a team structure
• Make decisions and solve problems
• Plan, organize, and prioritize work
• Obtain and process information
Why should I develop learning goals?

• Specific, difficult goals are positively correlated to **improved performance** (Tubbs, 1986)

• **A sense of pride develops** from an individual's improved self interest; which may lead to better jobs and increased pay over time (Latham, 2004).

• Developing goals will prepare you for creating **performance plans** in the future
How do I get started?

• What do you want to be known for at the end of the summer?
• What accomplishments do you want to add to your resume?
• What do you want your supervisor to say on your performance evaluation?
• What do you want your colleagues to write on your LinkedIn page?
• What do you want your legacy to be with the organization?
How do I create learning goals?

- **Specific**
- **Measurable**
- **Attainable**
- **Relevant**
- **Time Framed**
• Who? (You, your supervisor, co-worker, etc.)
• What? (Develop new skill? Improve current skill? Learn more about the company/job?)
• Why? (Decide if this is the job/company for you? Apply coursework?)

Example: I (who) will improve my public speaking abilities (what) in order to better communicate with clients and supervisors. (why)
• How will I know when it is accomplished?

Example: I will improve my public speaking abilities by contributing to staff meeting discussions and developing presentations for senior staff members (how) in order to better communicate with clients and supervisors.
• Achievable
• Appropriate
• Ambitious
• Aspirational
• Action oriented

Example: I will improve my public speaking abilities by contributing to staff meeting discussions and seeking out opportunities to present to senior staff (attainable) in order to better communicate with clients and supervisors.
• Does this goal relate to your career goal?
• Does this goal relate to your coursework?
• Does this goal reflect a skill/attribute that is desired by employers?

Example: I will improve my public speaking abilities by contributing to staff meeting discussions about cyber security principles (relevant) and seeking out opportunities to present to senior staff in order to better communicate with clients and supervisors.
• When will you accomplish the goal?

Example: I will improve my public speaking abilities by contributing to staff meeting discussions about cyber security principles within the first month of my internship.

I will seek out opportunities to present to senior staff before the end of the internship in order to better communicate with clients and supervisors.
What should I do once I begin the internship?

- **Week 1:** Request time with supervisor to set goals, expectations and future meetings.
- **Week 3:** Meet with supervisor to discuss progress toward goals. If off track, have suggestions for assignments.
- **Week 6:** Do self-assessment and meet with supervisor for feedback on performance to date.
- **Week 11:** Present final product. Meet with supervisor to review evaluation form and discuss overall performance. If you are interested in the possibility of working with the organization more in the future, say so!
How do I make the most of my internship?

• Set personal goals
• Have regular meetings with your supervisor
• Tackle all tasks with a positive attitude
• Never shun a chance to learn
• Don’t be afraid to ask questions
• Take advantage of opportunities to network with co-workers and clients
How do I make the most of my internship?

• Take initiative
• Network, network, network
• Leave with tangible accomplishments
• Take notes
• Have fun
What should I avoid during my internship?

Don’t:
• Be a anti-social
• Be a workaholic
• Be a pushover
• Over promise and under deliver
• Be self-deprecating
• Lose sight of the big picture
What is the dress code for my internship?

- Professional Business
- Business Casual
Professional business attire
Professional business attire
Business Casual Attire
What are some challenging situations I may face during the internship?
You are working remotely and experience difficulty with your project. You reach out for help, but your supervisor is unresponsive. What do you do?
Although the position was not falsely advertised, you find yourself dissatisfied and somewhat bored with the work.
Next Steps

• Complete the Experiential Learning and Co-op Learning Goals handout
• Enter your Learning Goals into HireMason
• Schedule a time to speak with your Industry Advisor if you would like to further discuss how to make the most of your internship
Learning Goals Recap

- Identify at least 2 qualities that are valued by employers
- Identify at least 1 benefit of completing an internship
- Develop 3 SMART Learning Goals
- Identify at least 2 things you can do to make the most of your internship