



Student Information

First Name:

Preferred Name:

Last Name:

Hosting Office Information

Office Name:

Supervisor Name:

Supervisor Title:

Supervisor Email:

Office Phone:

Office Fax:

Office Website:

Office Address:

Description of Hosting Office/Business/Agency:

Referring to the website under "Hosting Offices", write or update the description of the hosting office. Please consider discussing the particular office/department and not just the organization/business/agency as a whole.

Learning Goals and Objectives

This is your opportunity to communicate to your employer three specific goals you want from your internship experience. In this section state your educational and career goals, tell how this internship will help you attain those goals, and list skills/knowledge you hope to gain from your internship. Consider using the [SMART Goals framework](#) to craft your responses.

Goal 1.

Describe specific ways in which you plan to achieve this goal during your internship.
(i.e. attend meetings or receptions, make presentations, etc.)

Goal 2.

Describe specific ways in which you plan to achieve this goal during your internship.

Goal 3.

Describe specific ways in which you plan to achieve this goal during your internship.

Review and Discussion

Please review and discuss these goals with your supervisor. Supervisors, please expect to complete a midterm and final evaluation for your intern. These documents are part of their course assignments.

Student Signature: *(sign on the line below using pen)*

Date:

Supervisor Signature: *(sign on the line below using pen)*

Date:

Please type responses, print and sign this document. Upload into eCampus.