**Goal Development Agreement**

***(Due Friday of Week 1- Email to woucip@wou.edu)***

The purpose of the WOU CIP internship is to develop professional skills and competencies that are related to academic and career related goals. Within the first week of starting the internship, the intern and supervisor will discuss goals as they relate to the department, position, and intern learning objectives. The agreed upon goals will be used as the point of reference throughout the experience, for the CPP and supervisor check-ins, and the final performance evaluation.

Goals should be created using the **S.M.A.R.T. model** (Specific, Measurable, Attainable, Relevant, Timely). When developing S.M.A.R.T. goals, consider knowledge, abilities and skills, frequency, and duration, along with the benefits and purpose of the goals.

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| **Specific** | Goals should clearly define what is hoped to be accomplished with details of what tasks or activities will be completed to achieve the goals. |
| **Measurable** | Goals should include details of how the goal will be accomplished and how progress will be monitored. Goal should also define how accomplishment/completion will be recognized.  |
| **Attainable** | Goals should be challenging but within capabilities. Thus meaning, the person setting the goals should possess the knowledge, skills, and abilities needs to achieve those goals.  |
| **Relevant** | Goals should pertain to the internship/field of study and future career interests.  |
| **Timely** | Goals should have a defined deadline of when it will be completed, including deadlines for the defined tasks and activities that correspond with the goals.  |

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| **Intern** |
| **Name:**  | **Phone:**  |
| **Major/Minor:**  | **WOU Email:**  |
| **Supervisor** |
| **Name:**  | **Phone:**  |
| **Department:**  |
| **Title:**  | **Email:**  |
| **Internship** |
| **Position Title:**  |  |
| **Major Duties:**  |

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**Academic Goal:** related to ideas, concepts, or theories of the field of study/internship experience (think of academic content and job-specific duties).

**Professional Goal:** 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).

**Personal Goal:** related to personal growth and development, such as self-confidence, career awareness, clarification of work or values, time management, etc.

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|  | **Academic** | **Professional** | **Personal** |
| **What do you want to accomplish from this internship? (goal)** |  |  |  |
| **What steps will be taken to achieve this goal? (activities/tasks)** |  |  |  |
| **How will progress be measured and monitored?** |  |  |  |
| **What skills and abilities do you portray, and how can you utilize those skills to achieve this goal?** |  |  |  |
| **How does this goal fit with your long-term career plans?** |  |  |  |
| **What is the deadline for this goal?** |  |  |  |

***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:**