

GOAL DEVELOPMENT AGREEMENT

Intern	
Name: Example 3	Phone: Example 3
Major/Minor: Example 3	WOU Email: Example 3
Supervisor	
Name: Example 3	Phone: Example 3
Department: Example 3	
Title: Example 3	Email: Example 3
Internship	
Position Title: Foundation Event and Campaign Assistant	
Major Duties:	
<ul style="list-style-type: none"> • Participate in weekly meetings to discuss goals, create plans and check in with supervisor • Assist with daily tasks such as outreach, engagement and communication with board and committee members, alumni, staff, outside consultants and donors. • Be responsible for managing attendee lists and gathering information to prepare for events and outreach 	

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)	<ul style="list-style-type: none"> • Maintain a 3.0 GPA while balancing internship duties • Apply marketing concept from coursework to understand the marketing aspects of foundation/alumni events
What steps will be taken to achieve these goals? (activities/tasks)	<ul style="list-style-type: none"> • Use my time in the office wisely • Check off all assignments as they are completed, utilizing office hours • Ask questions
What skills do you have or will use that will help you achieve your goals?	<ul style="list-style-type: none"> • Organization • Listening • Punctual • Dependable
How will progress be measured and monitored?	<ul style="list-style-type: none"> • Grades at the end of the term • Supervisors feedback throughout the term
How do these goals fit with your long-term career plans?	<ul style="list-style-type: none"> • If I want to graduate on time with highly developed skills in both the communication and business domain I must complete these goals

	<ul style="list-style-type: none"> This internship is a great stepping stone and learning experience that relates to the jobs I wish to pursue in the future
What is the deadline for these goals?	End of Internship (Spring 2019)

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)	<ul style="list-style-type: none"> From this internship I wish to become a better critical thinker and problem solver Gain teamwork and leadership experience Expand upon my marketing abilities through outreach and engagement (events)
What steps will be taken to achieve these goals? (activities/tasks)	<ul style="list-style-type: none"> Challenge myself by listening more than usual and asking questions Work alongside staff on project and take the lead on other projects Use social media to promote events as well as mailing promotion
What skills do you have or will use that will help you achieve your goals?	I hope to use my listening skills more than normal for these goals, but also critical thinking and thinking outside the box
How will progress be measured and monitored?	My input on ideas along with the help I give my supervisor directly effects this goal and can be measured that way
How do these goals fit with your long-term career plans?	<ul style="list-style-type: none"> Expanding my critical thinking will help me down any path I choose Learning how to work better as a team is important in the business and communication industries
What is the deadline for these goals?	Every week I should make strides towards these goals

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)	<ul style="list-style-type: none"> Enhance ability of communicating in a professional manner Learn to communicate with people from all fields of University Understand more about the intricacies of the business side of Foundation events Become more aware of what industry/career I pick
What steps will be taken to achieve these goals? (activities/tasks)	<ul style="list-style-type: none"> Self-reflect Checklist

	<ul style="list-style-type: none"> • Have I developed more knowledge towards certain careers
<p>What skills do you have or will use that will help you achieve your goals?</p>	<ul style="list-style-type: none"> • Self-awareness • Self-challenging
<p>How will progress be measured and monitored?</p>	<ul style="list-style-type: none"> • These goals are all about me so I believe self-reflecting is the best way to measure • Questions I will ask myself: Have I strived for change? Have I bettered myself as a worker this week?
<p>How do these goals fit with your long-term career plans?</p>	<p>These goals will help me narrow down exactly what to pursue and how to pursue my aspirations</p>
<p>What is the deadline for these goals?</p>	<p>End of the internship (Spring 2019)</p>

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: _____