



MUSTANG EDUCATION CENTER

Empowering Today to Achieve a Better Tomorrow

Personal Internship Learning and Work Plan

Please complete this form: Below discuss the outcomes that you hope will result from your internship, your goals, and any challenges that you anticipate during your placement.

Student Name: _____

Employer/Supervisor Name: _____

Company Focus: _____

Start Date: _____

Please list and explain three goals you have for your internship experience. Consider your future college and career plans in these goals.

- 1.
- 2.
- 3.

List three outcomes or improvements you hope to make through your internship. Consider your understanding of the industry, professionalism, knowledge you may take back to your courses. Outcomes are bigger than goals and carry a more lasting effect on your academics and career once achieved.

- 1.
- 2.
- 3.



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Learning and Work Plan Cont.

Define and explain three challenges you anticipate facing during your placement. How can you best handle these challenges to be successful?

- 1.
- 2.
- 3.

List the skills you anticipate using the most during your placement. (Remember computer skills and communication skills). Indicate if you are fully comfortable with these skills in a professional setting or will need some assistance. Being aware of your skill set helps an employer understand what tasks you can accomplish early on in your placement. Indicate this on a 1-4 scale with 1 being completely unable to use the skill and 4 being able to use the skill independently.

Skill	Proficiency Level

Remember to revisit this plan during and at the end of your internship placement to address accomplishing goals and staying on task with your anticipated outcomes.

When you are finished with this work and learning plan, present it to your internship coordinator during your pre-internship meeting for approval.

Approval from Internship Coordinator

I have reviewed and discussed _____ (student's name) work and learning plan and find the information provided to set clear and attainable goals and outcomes for their experience.

Internship Coordinator Signature: _____

Student Signature: _____