

Internship Objectives

Worksheet

Thank you for your interest in offering an internship to UCI students. We appreciate your interest in contributing to the professional development of tomorrow's leaders. To lay the foundation of a guided learning experience develop learning outcomes, training methods, and tasks. If you expect to require students to receive credit for the internship this worksheet will be required. Complete one worksheet for each role.

Internship Title:

Step 1: Learning Outcomes

Begin building your internship by starting with the projected learning outcomes for the student. Think about the variety of industry-related skills that you expect the student to acquire by the end of their internship. For assistance, you may refer to <http://online.onetcenter.org> for additional info on the knowledge, skills, and abilities associated with most occupations.

Learning Objectives: By the end of the internship, the student will be able to...	
1*	
2*	
3*	
4	
5	

** Provide a minimum of 3 learning outcomes*

Step 2: Training

Identify the specific method of training you will employ to ensure your intern achieved each respective learning outcome. Consider the type and frequency of mentorship you will provide and any materials, assignments, or orientations the intern must complete as part of their ongoing training process.

Proposed Training Method: To help the intern achieve the proposed learning outcomes, I will...

1	
2	
3	
4	
5	

Step 3: Tasks

Finally, develop specific tasks, projects, or assignments that are intended to demonstrate the student's progress towards achieving their learning outcomes. While administrative tasks are important, we ask that any administrative assignments account for no more than 20% of the intern's time throughout their internship term.

Learning Objective	Tasks, Projects, or Assignments: The intern will demonstrate their learning outcomes by...
1	
2	
3	
4	
5	

Step 4: Supervision

Supervision by someone who is an expert in the area of the internship is an essential factor in the NACE standards for an internship:

<http://www.career.uci.edu/recruiters/internship-policies.html>. Please provide a brief background of the intern supervisor.

Supervisor's Title	
Years of Experience	
Brief Description	

<i>Description of the experience as it relates to the internship</i>	
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