Creating learning goals:
> Signals that you are **invested** in the experience
> Helps ensure everybody is on the **same page**, resulting in a better experience for all
> Helps you develop and demonstrate **important professional skills** such as prioritizing, action-planning, and accountability
> Most importantly, helps set the stage for **maximum intern learning**

Goals can focus on different areas:
> **Skill** development
> **Knowledge** acquisition
> **Personal/professional** development

SMART goals:
> **S** – Specific
> **M** – Measurable
> **A** – Action-oriented
> **R** – Relevant
> **T** – Time-oriented

Example SMART goals:
> By the middle of my internship, I will be able to **write a 1-pg press release** using AP style
> By July 30th, I will be able to **troubleshoot Microsoft Excel questions** with 97% accuracy
> Within one month, I will have **identified 50 potential new customers** and added them to the master database
> By the end of my internship, I will **develop, pilot, and facilitate two lessons**
> Within the first two weeks, I will **memorize 20 acronyms** commonly used at the agency.
> By week 5, I will be able to **identify 3 career paths** in this field & **1 way to learn** about each
> By the fundraising deadline, I will have **secured in-kind donations from 5 companies**.

Goal-setting caveats:
> Try to **avoid** broad goals like “understand” or “learn” because they cannot be easily measured
> **Two or three** goals is typically sufficient for a quarter-long internship
> Writing SMART goals may require several feedback and **revision loops**

Goal-setting is a process:
> Start thinking about potential learning goals **before you start** your internship
> During the **first week**, meet with your supervisor to flesh out your goals in writing
> Set up a **weekly** or **biweekly** time to check in
> **Midway through**, discuss your progress, successes, and challenges with your supervisor; also discuss how you might want to modify your goals and/or your plan for achieving them
> At the **end of the internship**, review your progress and celebrate your accomplishments!

**ADVICE FROM INTERNS**:
> “Setting **very specific goals** is important; when goals are vague, they can seem daunting.”
> “It is okay to **modify** your goals.”
> “**Share your goal** with someone who can keep you accountable to it.”

**SMART GOAL PROMPTS**:
> What do you specifically hope to accomplish?
> How will you measure your progress?
> What actions will you take to achieve this goal?
> How is this goal relevant to your internship, academic interests, &/or career aspirations?
> What is your timeline for meeting this goal?