Brock University

# Centre for Digital Humanities
# IASC 3P95 - Internship Goal Setting Form

## Role & Responsibilities

Describe the key knowledge and skill areas you hope to improve on in your internship.

How will the specific internship setting you have chosen help you achieve these goals?

Describe the contributions you hope to make to the organization you are completing your internship with:

Which of the following IASC Learning Outcomes do you expect to be most addressed in your internship? (Refer to Course Outline)

- ☐ Foundational Knowledge
- ☐ Transferable Skills
- ☐ Creativity
- ☐ Intrapersonal
- ☐ Communication
- ☐ Collaboration
- ☐ Project Management
- ☐ Career Prepredness
- ☐ Digital Prototyping
- ☐ Digital Expression
- ☐ Digital Scholarship
- ☐ Instructional Design
- ☐ Other Outcomes (Please Describe)

Which of the following work related knowledge and skill areas do you hope to improve on in your internship?

- ☐ Analytical Skills
- ☐ Initiative
- ☐ Verbal Communication
- ☐ Organizational Skills
- ☐ Technical Skills
- ☐ Written Communication
- ☐ Creativity
- ☐ Leadership
- ☐ Project Management
- ☐ Problem Solving
- ☐ Professionalism
- ☐ Networking
- ☐ Office Software
- ☐ Flexibility/Adaptibility
- ☐ Reliability
- ☐ Other:

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## Communications Expectations

**Student's required points of contact, confirmed with their host and the Project Coordinator are:**

**Student's Phone Number:**

**Additional Contact Details: (Optional)**

**Student's Email Address:**

**I, the student, understand that regular and timely checking of these communications channels is a requirement of my internship. Failure to do so may significantly impact my final performance evaluation. (Check here to confirm)** ☐

**While subject to potential changes, what is your expected work week structure to accumulate the required 80 hours of internship experience?**

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|
| ☐ Morning | ☐ Morning | ☐ Morning | ☐ Morning | ☐ Morning | ☐ Morning | ☐ Morning |
| ☐ Afternoon | ☐ Afternoon | ☐ Afternoon | ☐ Afternoon | ☐ Afternoon | ☐ Afternoon | ☐ Afternoon |
| ☐ Evening | ☐ Evening | ☐ Evening | ☐ Evening | ☐ Evening | ☐ Evening | ☐ Evening |

☐ **Other Arrangements (please explain here)**

**My Internship Hours Tracker can be found online, for the duration of my internship, at the following web address:**

**Use the space below to provide any other comments or feedback you would like to provide related to your internship experience:**

Please submit the completed form via email, cc'ing your internship host, to Jeremy Leipert, Project Coordinator, Centre for Digital Humanities: jleipert@brocku.ca

Note: The responses on your Goal Setting Form are intended to be shared with your internship host to help facilitate goal setting and feedback related to your internship experience. Should you have any concerns or if you would like further guidance, please contact the Project Coordinator at 905-688-5550 x4622 or via the email address above.