

COSC 3Q95 - 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 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 Preparedness	Digital Prototyping
Digital Expression	Digital Scholarship	Instructional Design
Other Outcomes		

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/Adaptability	Reliability
Other:		

Communications Expectations

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

Student's Phone Number:

Student's Email Address:

Additional Contact Details (Optional):

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:

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, Department of 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.