

## JOB DESCRIPTION, GOALS, & EVALUATION FORM

### I. Intern Job Description (Determined by the Student Intern and Faculty Internship Advisor, in collaboration with site supervisor.)

Describe/list your job responsibilities and learning opportunities at your internship. Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc.

### II. Academic Component/Goals (Determined by the Student Intern with the Faculty Internship Advisor's assistance.)

**Learning Objectives**  
*(What do I want to learn?)*

**Tasks & Strategies**  
*(How am I going to learn it/what will I do to learn it?)*

**Methods of Evaluation**  
*(How I am going to show I learned it/what will happen as a result?)*

**Target Completion Date**  
*(When do projects need to be completed/ deadlines?)*

### III. Evaluation (Jointly agreed on by Faculty Internship Advisor & Student Intern.)

**Suggested forms of evaluation include the following:**

1. Journal
2. Mid-Semester evaluation
3. Final evaluation
4. Other (Additional assignments may include; a Major Work Project, Research Paper, Presentation or Portfolio)