

Internship Learning Plan (ILP)

PURPOSE

The purpose of this document is to identify your learning and career objectives and to detail an action plan to support achieving them. Interns are encouraged to discuss this plan with their internship supervisors to gain support for the desired learning outcomes and to revise it as needed based on the internship’s opportunities and resources.

Please include the internship job description when submitting this ILP for the IDS 3947 course.

I. Intern/Internship Information

Intern’s Name:	Intern’s email:
Major:	Internship Semester/Year:
Internship host:	Internship Supervisor:
Location:	Hours/week:
Intern’s Title:	Special Projects:

II. Career Readiness

What NACE Career Readiness Competency and skill-sets are most closely aligned with your internship experience?

For definitions of the NACE Career Readiness Competencies: <http://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

1. What applicable coursework will you draw from in your internship?

What other experiences have you had that will help you on your internship?

2. List the job duties that will use the competency you are working on developing:

3. How will you know that you’re being successful in this area?

III. Career Management

1. What are your career goals?

2. What specific activities at this internship site (such as projects, work assignments or learning activities) would help you develop and advance your career?

[Redacted]

3. How can your supervisor help you achieve your goals?

[Redacted]

4. Is there anything else that you feel can help support the success of your internship?

[Redacted]

IV. Goals

Use this section to identify specific goals you would like to achieve while on your internship. You may add additional goals as desired but typically 3 goals should be plenty for a one semester internship. See the suggested focus areas for goals to be added below. Remember to use a SMART goal format: Specific, measurable, ambitious, relevant, timebound.

GOAL 1:

[Redacted]

Resources and experiences that will aid in achieving this goal are:

[Redacted]

GOAL 2:

[Redacted]

Resources and experiences that will aid in achieving this goal are:

[Redacted]

GOAL 3:

[Redacted]

Resources and experiences that will aid in achieving this goal are:

[Redacted]

V. Learning Action Plan (optional!)

This part of the learning plan is optional and may be used, as desired, by the supervisor and intern to establish/track weekly targets toward goal attainment.

Week/Date	Activity	Learning Outcome
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

For additional information: Lynn Chisholm, Director, USF Office of Internships and Career Readiness
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