

INTERNSHIP LEARNING PROPOSAL



THE QUESTION: WHAT AM I HOPING TO GET OUT OF THIS EXPERIENCE?

Focused Flexibility: It is important that you are clear about why you are pursuing an internship while also being flexible and open to opportunities that may arise. Once you have hammered out your goals (however simple they may be), think of ways you could realistically achieve them through an internship. Drafting a Learning Proposal is an effective way to structure your goals for the summer and what your overall mission is. Your focus will be essential in identifying appropriate opportunities as well as in setting appropriate expectations – both yours and your employer’s – for the internship.

YOUR LEARNING PROPOSAL

Now that you have articulated your mission, you can develop a learning proposal. Your learning proposal should consist of your mission, goals, and action plans. What types of goals will you need to attain to accomplish your mission? How will you achieve those goals? An example:

MISSION:	
To increase my exposure to the publishing field as a whole and to develop skills that will give me a competitive edge in the industry.	
GOALS	ACTION PLANS
1. Learn more about the different areas of a publishing firm, i.e., editorial, publicity, etc.	Attend interdepartmental meetings. Conduct short informational interviews with professionals of each department to inquire about their work. Make a point to network with several individuals in different departments.
2. Gain insight into different career paths within a firm and the industry.	During informational interviews, include questions about individual career paths. Meet with Human Resources to talk about the variety of career path employees typically (or not so typically) pursue.
3. Develop project management skills	Assume ownership of a long-term project from conceptualization to end result.
4. Develop ability to handle multiple tasks under deadlines.	Assist several editors with their time-sensitive projects.

Your Learning Proposal will be helpful in identifying specific opportunities, designing your own internship, and writing your cover letters. It can also serve as the basis for mutual understanding and expectations between you and your internship sponsor.

Once your internship is completed, you can reflect upon your Learning Proposal and assess whether or not your goals were accomplished and if expectations were met. Meeting with a counselor at UCS to discuss your experience and if your goals were met will also help as you look forward to future internship and career goals.

Schedule an appointment with a counselor at UCS for assistance in drafting your learning proposal for your upcoming internship experience.