

Learning Plans: Interns not receiving credit for their internship are required to develop a learning plan and submit it to the Internship Program within **2 weeks** of their start date. The intern will share their learning plan with their supervisor once it is developed. Interns receiving academic credit for their internship will use the required materials from their institution to guide their experiences.

MNHS Internship Learning Plan

First, Last Name

Degree/ Year - University Name

Name of Internship Supervisor/ Department Name

Term Year

Professional Goal: What is your **career** goal? What do you want to do with your degree? (Do **NOT** write about your goals for the internship in this section – this is reserved solely for your professional objectives and career after the internship experience is over. It is OK not to know everything at this point, but be as specific as you can. This should be at least 2-3 lines.)

Learning Objective – You need 3 of these total (What specific skills or knowledge do you want to learn from this internship? You may have many, but will only select 3 of your major objectives for the internship to track with your learning plan. Be sure to tie your objectives into your greater professional goal. Eg if you want to become a teacher, maybe you want to build a network of MN teachers, or learn about teaching standards, or even do something as simple as creating a lesson plan or honing age-appropriate communication skills)

Learning Methods – You need 2-3 of these per Learning Objective: (How can you learn the skills or knowledge indicated in your objective? Some ways you can do this are through informational interviews, attending staff meetings, writing reflection papers, visiting sites, completing major tasks assigned to you, etc. List at least 2 learning methods for each objective. List the Learning Methods and Evaluation Indicators separately under each Objective)

Evaluation Indicators (Outcomes): (These need to be concrete, specific, measurable and realistic, and could be things such as completing the learning methods listed above – eg completing x # of informational interviews, outcomes that your supervisor desires – eg creating a training binder for the next intern, or outcomes you hope to achieve – eg Create at least 2 portfolio pieces that were published by the MNHS Press. Each outcome should be tied to a separate learning method listed above, in order).

MNHS Internship Learning Plan
Jane Doe
History Major/Junior Macalester College
Supervisor – Oral History Department
Summer 2016

Professional Goal: My professional goal is to work as an oral historian in a historical institute.

Learning Objective 1:

Develop skills to conduct oral histories.

Learning Method 1:

1. Familiarize myself with oral history interviews.
2. Speak to one person about different oral history techniques and processes.
3. Practice oral history skills on my own with other individuals.

Evaluation Indicator 1:

1. Edit 10 oral history transcripts.
2. Conduct informational interviews with Ryan Barland.
3. Record 1 oral history with a family member.

Learning Objective 2:

Develop skills in oral history technology.

Learning Method 2:

1. Learn how to digitize cassette tape interviews.
2. Learn how to digitize interviews on reels.
3. Record step-by-step instructions for ProTools and Audacity.

Evaluation Indicator 2:

1. Digitize 2 cassette tapes.
2. Digitize 10 reel to reel interviews.
3. Create step-by-step manual for ProTools program.
4. Create step-by-step manual for Audacity program.

Learning Objective 3:

Develop a network of oral history professionals.

Learning Method 3:

1. Conduct an informational interview with an oral historian.
2. Learn about the history of the MNHS Oral History Department.

Evaluation Indicator 3:

1. Conduct 1 informational interview with Erica Schultz.
2. Conduct 1 informational interview with James Fogerty.

How to Write a Learning Plan

Learning Plan Defined

The learning plan serves as an outline and evaluation tool for you, your supervisor, and the Internship Program of what you intend to learn and accomplish during your internship. It may include personal learning goals, planned activities and projects as described in your position description, and the cohort group activities. The plan will detail your learning intentions, planned activities to support your learning, and measurable outcomes to assess learning at the end of the program. A plan should include 3-5 learning objectives.

How to Create a Your Learning Plan

Begin with a perspective that you are making a contract with yourself. Identify what knowledge, behavior, competencies, attitudes, and values YOU wish to develop. These learning objectives are YOUR plan (not your site supervisor's, nor your internship advisor, nor your parent's) that outlines how you will attempt to reach your goals. The following is a step-by-step guide to successfully starting and completing your learning contact. *Adapted from University of Minnesota, St. Paul Campus Career Center Materials

Step One: Work to identify learning objectives that are most relevant to you.

- Reflect upon your prior educational and life experiences
- Consider your future aspirations. What will move you from where are currently to where you desire to be?

Step Two: Begin by brainstorming responses to the general questions:

- "What do I most want to explore, understand or learn during my internship?"
- "How would I like to change or be different by the end of my internship?"
- "What will make me more marketable to an employer or graduate school?"

Step Three: Determine what goals are consistent with your internship position description.

- You have a role to fulfill at the organization you are interning. You want to be sure to meet their needs and expectations.
- Be clear with your supervisor and internship program staff about what you are looking for from this experience as well. It should be a give and take. If a stated aspiration of your is not necessarily going to be possible, talk with your supervisor about experience related to your desired goal that may be possible.

Step Four: Once you have developed possible objectives, review the list and try to prioritize them.

- Which ones are most important to you?
- Do the objectives support academic, professional, and personal concerns?

Step Five: Now you are ready to prepare the first draft of your learning objectives.

Step Six: Learning methods—Think of activities and resources that you will use to reach your objectives.

*******You are required to conduct 1 informational interview*******

- What work activities and assignments will help you reach our objectives?
- What resources outside of the work site may help you reach your objectives?
- Consult with you internship site supervisor, other interns in the cohort group, university faculty, peers, internship program staff, and the attached Learning Plan example.
- Attempt to quantify where possible (e.g. conduct 3 informational interviews)

Step Seven: Evaluation Indicators/Outcomes—finally, think about how you will measure your progress towards each learning objective.

- Brainstorm around the following questions:
 - At the end of the internship how will you know you've been successful?
 - How can you track your success?
 - Is there something "concrete" (tangible or intangible) that will showcase you've achieved your learning objective?
- Example evaluation indicators/outcomes:
 - Journals or blogs: These are a great tool for capturing experiences and tracking your learning progression.
 - Gaining something physical or intangible:
 - Physical examples: 5 journal entries throughout the internship semester, 10 business cards, research materials, etc.
 - Intangible examples: Through a self assessment you can indicate an increase in confidence, awareness or knowledge on a subject, etc.
 - Other's input/evaluation on your progress
 - Supervisor/ professor / other interns mentions that you've improved in a skills/task/objective
 - Overall grade received in internship course
 - The outcome of the end of internship evaluation