

**GOAL DEVELOPMENT AGREEMENT**

<b>Intern</b>	
Name: <b>Example 2</b>	Phone: <b>Example 2</b>
Major/Minor: <b>Example 2</b>	WOU Email: <b>Example 2</b>
<b>Supervisor</b>	
Name: <b>Example 2</b>	Phone: <b>Example 2</b>
Department: <b>Example 2</b>	
Title: <b>Example 2</b>	Email: <b>Example 2</b>
<b>Internship</b>	
Position Title: <b>Safe Zone Social Media and Outreach Intern</b>	
Major Duties:	
<ul style="list-style-type: none"> <li>• Outreach and coordination for Gay-Straight-Alliance Visit Day</li> <li>• Create and expand the Safe Zone social media presence</li> <li>• Other duties as assigned, including graphic design and event coordinating</li> </ul>	

<b>Steps to follow: S.M.A.R.T. Model</b>	<b>Academic Goal(s)</b>
	Related to ideas, concepts, or theories of the field of study/internship experience (think of academic content and job-specific duties).
<b>What do you want to accomplish from this internship? (goals)</b>	Creating an open environment for LGBTQ+ students on campus for the betterment of student health and well-being (physical and emotional).
<b>What steps will be taken to achieve these goals? (activities/tasks)</b>	<ul style="list-style-type: none"> <li>• Reaching out to LGBTQ+ community</li> <li>• Showing LGBTQ+ community the safe space WOU offers</li> <li>• Maintaining safe space for individuals</li> </ul>
<b>What skills do you have or will use that will help you achieve your goals?</b>	<ul style="list-style-type: none"> <li>• Professional/respectful outreach</li> <li>• Knowledge about LGBTQ+ community and needs of community</li> <li>• Experience with working with LGBTQ+ individuals</li> </ul>
<b>How will progress be measured and monitored?</b>	<ul style="list-style-type: none"> <li>• Creating outreach scripts and checking upon progress of such</li> <li>• Regular check-ins with supervisor</li> <li>• Check-ins with executive committee</li> </ul>
<b>How do these goals fit with your long-term career plans?</b>	<ul style="list-style-type: none"> <li>• Being able to communicate with diverse groups of people in workspace</li> </ul>
<b>What is the deadline for these goals?</b>	<ul style="list-style-type: none"> <li>• Progress ongoing for most goals</li> <li>• Script: 2 weeks</li> </ul>

Steps to follow: S.M.A.R.T. Model	<b>Professional Goal(s)</b> Job-related skills specific to the field of study/occupation, such as oral/written communication, critical thinking, problem solving, leadership, technical, etc. (think of skills employers look for).
What do you want to accomplish from this internship? (goals)	<ul style="list-style-type: none"> <li>• Technical skills: Social media site development, social media outreach, gaining traffic to a social media platform</li> <li>• Leadership</li> <li>• Communication</li> </ul>
What steps will be taken to achieve these goals? (activities/tasks)	<ul style="list-style-type: none"> <li>• Networking (online and face-to-face)</li> <li>• Create information for platform</li> <li>• Contact Gay-Straight-Alliance clubs</li> <li>• Work with event planning</li> </ul>
What skills do you have or will use that will help you achieve your goals?	<ul style="list-style-type: none"> <li>• Prior social media knowledge</li> <li>• Prior outreach skills</li> <li>• Event planning experience</li> <li>• Interpersonal skills</li> </ul>
How will progress be measured and monitored?	<ul style="list-style-type: none"> <li>• Traffic through site</li> <li>• Number of contracts at high schools</li> </ul>
How do these goals fit with your long-term career plans?	Providing material for professional portfolio to present to future employers
What is the deadline for these goals?	<ul style="list-style-type: none"> <li>• Design: next few weeks</li> <li>• Social: to be determined (weekly, bi-weekly)</li> </ul>

Steps to follow: S.M.A.R.T. Model	<b>Personal Goal(s)</b> Related to personal growth and development, such as self-confidence, career awareness, clarification of work or values, time management, etc.
What do you want to accomplish from this internship? (goals)	<ul style="list-style-type: none"> <li>• Self-confidence in a professional setting</li> <li>• Bettering professional communication skills and outreach</li> <li>• Figuring out potential career paths</li> <li>• Time management</li> </ul>
What steps will be taken to achieve these goals? (activities/tasks)	<ul style="list-style-type: none"> <li>• Communication on the phone or face-to-face</li> <li>• Reflect on the work that I enjoy/dislike</li> <li>• Mindfulness exercises to manage anxiety</li> </ul>
What skills do you have or will use that will help you achieve your goals?	<ul style="list-style-type: none"> <li>• Mindfulness exercises at ready: thoughtfulness in assessing with environment</li> <li>• Skills in outreach to build on</li> </ul>

<b>How will progress be measured and monitored?</b>	<ul style="list-style-type: none"><li>• Regular meetings with supervisor</li><li>• Assessment from executive community</li><li>• Reflection on experience</li></ul>
<b>How do these goals fit with your long-term career plans?</b>	<ul style="list-style-type: none"><li>• Build confidence to find future work</li><li>• Develop professional skills for future</li></ul>
<b>What is the deadline for these goals?</b>	<ul style="list-style-type: none"><li>• Weekly meetings with supervisor</li><li>• Reflection after winter/spring term</li></ul>

*By signing below, you acknowledge, that as the intern and supervisor, you have met and agreed upon the above goals (electronic signature will be approved).*

**Intern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_