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Learning Objectives (What do I intend to learn?)	Activities (How will I accomplish the objectives?)	Evaluation (How will I know if I achieved the objectives?)
<p>Skill objectives describe things you want to learn to do. Examples:</p> <ul style="list-style-type: none"> Learn basic crisis intervention skills Improve group facilitation skills <p>Personal growth & development objectives involve ways in which you hope to grow and change as a person. Examples:</p> <ul style="list-style-type: none"> Explore ways to better organize my time and become a more efficient employee Learn to be more assertive Learn what is appropriate professional behavior <p>Career development objectives focus on identifying tasks or skills that will help you grow professionally and clarify your career goals. Examples:</p> <ul style="list-style-type: none"> Determine if I enjoy working in a small office environment Gain exposure to the field of Social Services and determine if I have an interest to pursue a career in that field 	<p>Describe specific actions, tasks, and work assignments that will allow you to achieve your objectives.</p> <ul style="list-style-type: none"> Will you be performing specific tasks, attending training sessions? Will you read supplemental information or talk to professionals in the field Will you be assisting with specific projects? <p>Examples:</p> <ul style="list-style-type: none"> Accompany social workers on assessments and home visitation sessions Attend weekly staff meetings and monthly professional development sessions Attend Crisis Prevention Institute training Develop family treatment plans Plan and facilitate weekly client educational groups Research new parenting programs and prepare a report for staff on the latest educational models 	<p>Determine how you will communicate to your supervisor and others about how your learning will be measured.</p> <ul style="list-style-type: none"> Will there be evaluations from supervisors, colleagues, and/or peers? Is the project going to be incorporated for use in the office? Will there be an opportunity to do a written/oral self-evaluation? <p>Examples:</p> <ul style="list-style-type: none"> Earn Crisis Prevention Institute certification Present report to staff on various other group programs and educational models being used; information will be used to evaluate current programs Able to prepare a basic treatment plan and present information effectively and assertively to a family Greater understanding of the field of social services and able to clearly discuss the responsibilities of the work

**Dedman College of Humanities & Sciences
Internship Learning Contract**

Complete the Learning Contract with your professor and supervisor before registering for the internship course. Send or bring the completed Learning Contract to Lisa Miller, Dedman Student Records and Academic Services, 114 Clements. Email: lmiller@jsum.edu

A. Information to be completed by Student Intern

Student Intern _____ ID# _____
 Permanent Address _____ City _____ State _____ Zip _____ Tel# _____
 E-Mail _____ Major _____ SMU GPA _____ Major GPA* _____
 Are you an international student? _____ Are you a student athlete? _____
 Faculty Internship Sponsor _____ Title Position _____
 SMU Course Number _____ Class Number _____
 Number of Credits _____ (40 hours of internship = 1 unit of credit, 80 hours of internship = 2 units of credit, 120 hours of internship = 3 units of credit)
 Term _____ Year _____
 Start Date _____ End Date _____ Hours Per Week _____ Number of weeks _____ Total Hours _____

B. Academic Component Description— to be completed by Student Intern and Faculty Sponsor

Learning Objectives (Attach Additional Sheets As Needed)
 What do you (the student) intend to learn through your internship? List specific learning objectives in the following areas:

- Academic knowledge (areas, subject areas) _____
- Career-related skill (new experiences) _____
- Integration of personal, academic, and career issues _____

Methods of Evaluation: How do you (the student) intend to meet your learning objectives?
 ☐ Term Paper ☐ Weekly Log/Journal ☐ Project ☐ Portfolio ☐ Presentation ☐ Other _____

*Major GPA can be found on your Degree Progress Report, available through your MySMU Student Service Center

Sample Internship Acceptance Letter

Date _____

Mr. John Doe
 Director
 ABC Company
 Cleveland, OH 44115

Dear Mr. Doe,

Thank you for the offer to become a marketing intern this summer at ABC Company. I am very pleased to accept this opportunity. I look forward to making a positive contribution to the company and learn as much as possible from the ABC Company team.

I am excited to begin the internship on June 1, 2019. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Jane Smith

