

Undergraduate Co-op / Internship Program

Student Learning Objectives

Undergraduate Cooperative Education / Internship Program ♦ Career Services ♦ Virginia Tech
Career Services Building (0128) ♦ Blacksburg, VA 24061 ♦ phone (540) 231-8097 ♦ fax (540) 231-3293
www.career.vt.edu

Student name: _____ ID #: _____

Major: _____ Co-op / Intern Program Advisor: _____

Work Term: 1 2 3 4 5 Semester/term: fall / spring / summer I / summer II / summer I&II Year: _____

Company/Agency: _____

Employer representative / student's supervisor completing this form:

Name: _____ Title: _____

Phone: _____ Email: _____

Instructions: Identify five learning objectives that you plan to accomplish during your co-op / internship work term. The objectives should indicate skills and knowledge you will gain as a result of your co-op / internship experience. Objectives should be specific, measurable, realistic and achievable. Together you and your supervisor should create an action plan to achieve each objective. Your supervisor will also identify what your responsibilities and assignments will be while at work and indicate by what criteria you will be evaluated. Return this form, completed, to Career Services by the fourth week of your work term. **Keep a copy for your records** because you will need to complete a summary of your learning objectives and work report at the end of your work term.

Student Learning Objectives:

1. _____

Action Plan: _____

2. _____

Action Plan: _____

3. _____

Action Plan: _____

4. _____

Action Plan: _____

5. _____

Action Plan: _____

Employer / supervisor's comments regarding the learning objectives and action plans:

Student's responsibilities / assignments while at work with company/agency:

How will student be evaluated? Specify criteria upon which the student's performance will be judged.

Student's Signature

Date

Employer Representative's Signature

Date

Received and Reviewed by:	
_____ Career Services Co-op / Internship Program Advisor's Signature	_____ Date