

SMART Goals

Your internship goals must meet these guidelines to be approved!

S

Specific

Your goal is direct and detailed.

M

Measurable

Your goal is quantifiable to track progress or success.

A

Achievable

Your goal is realistic and you have the tools to achieve it.

R

Relevant

Your goals align with your career goals.

T

Time-bound

Your goal has a deadline.

SMART Goal Examples

Not SMART:

I want to get better at my job.

SMART:

By week 2, I will complete 3 LinkedIn Learning courses on data analysis to improve my reporting skills for the enrollment team.

Not SMART:

I want to network more.

SMART:

By the end of my internship on July 30, I will attend 2 professional events and connect with 5 new contacts on LinkedIn.

Not SMART:

improve communication

SMART:

By the end of my internship, I will improve my public speaking skills by delivering at least two presentations or leading two meetings.

Not SMART:

get better at writing reports

SMART:

By the end of my internship, I will improve my written reporting skills by completing at least 10 professional reports, summaries, or documentation assignments

Pro Tip: Make sure these relate to your specific internship! Work with your internship supervisor to see what things you will be working on and those can be some of your goals!