



Professional Development Program

SMART Goal Setting Module

SMART Goal Setting Overview & Example

This module is designed to help you start off your internship on the right foot by identifying goals you would like to achieve during your internship and the pathways to achieve these goals. Please review the following information about SMART goals. Then, using the overview and example as a model, create your own list of SMART goals and action steps you will take to accomplish your goals. Next, share your goals with your internship supervisor and ask for feedback. Finally, reflect on your goal setting and feedback and share with your Internship Coordinator at your next site visit or check-in.

Smart Goals are goals that are:

- Specific (write simply; target a specific area for growth and development; avoid vague terms)
- Measureable (quantify your goals or create an indicator of progress)
- Actionable (create goals that are within your power to enact)
- Realistic (create goals that are achievable, given your available resources)
- Time-limited (assign a timeline to your goals; give yourself a deadline to complete your goals)

Goal Setting Triggers

- What professional development outcomes do you want to see?
- What is in the internship description that most excites you?
- How will you apply your strengths during the internship?
- What skills will you need for your future career?

SMART Goal Example

Goal: To learn how to use GPS/GIS tools to map and measure occurrences of invasive plant and animal species in the Willamette Valley region.

Action Step #1:

Meet with the current field technician within my first week of the internship to learn current practices and procedures for their data gathering and to understand the organization's vision for future efforts.

Action Step #2:

Research and read 2-4 articles/blogs that highlight best practices and trends in GPS and GIS techniques within the first two weeks of internship.

Action Step #3:

By the end of week three, identify 1-2 additional GPS/GIS strategies and practices discovered through research that align best with the organizations goals and share those with the current field technician for feedback.

Action Step #4:

Co-manage the organization's GPS/GIS data gathering and processing using existing approaches and new strategies by week 4 in conjunction with the field technician.

SMART Goal Setting & Supervisor Meeting

Name:

Internship Title:

SMART Goals

Goal #1:

- Action Step #1:
- Action Step #2:
- Action Step #3:

Goal #2:

- Action Step #1:
- Action Step #2:
- Action Step #3:

Goal #3:

- Action Step #1:
- Action Step #2:
- Action Step #3:

***Note:** *A minimum of three Learning Goals and 3 associated action steps are encouraged. Feel free to add additional goals as appropriate.*

Internship Supervisor Meeting Reflection

Internship Supervisor Feedback Reflection

Please summarize (in about 3-5 sentences) the feedback you received from your internship supervisor regarding your draft learning goals. Briefly address how the conversation went and how you incorporated your supervisor's feedback into your goals. Keep these notes to discuss your goals and meeting with your Internship Coordinator at your next site visit or check-in. Feel free to use the back page if necessary.