



Learning Plans: Interns not receiving credit for their internship are required to develop a learning plan and submit it to the Internship Program within **2 weeks** of their start date. The intern will share their learning plan with their supervisor once it is developed. Interns receiving academic credit for their internship will use the required materials from their institution for to guide their experiences.

Learning Plan Structure

MHS Internship Learning Plan

First, Last Name

Degree/ Year - University Name

Name of Internship Supervisor/ Department Name

Term Year

Professional Goal: Describe long-term professional goal and interests.

Learning Objective #1

Summary of a major learning goal

Learning Methods: (How will you go upon meeting this objective? What steps would you take?)

- 1.
- 2.

Evaluation Indicators (Outcomes): (How will you know you completed this objective?)

- 1.
- 2.

Learning Objective #2

Summary of a major learning goal

Learning Methods: (How will you go upon meeting this objective? What steps would you take?)

- 1.
- 2.

Evaluation Indicators (Outcomes):

- 1.
- 2.

Learning Objective #3

Summary of a major learning goal

Learning Methods:

- 1.
- 2.

Evaluation Indicators (Outcomes): (How will you know you completed this goal?)

- 1.
- 2.

Learning Plan Example

MNHS Internship Learning Plan

Jane Doe

History Major, Senior - University of MN--Twin Cities

Mr. Museum / Exhibits Department

Spring 2011

Professional Goal: I envision myself to be working at a national museum as a curator. I enjoy connecting people to history through designing relevant and meaningful exhibits. I would like to focus on my work on the WWII era. My family history was greatly impacted by this war and my passion for this era motivates me towards this goal.

Learning Objective #1

Learn more about being a curator (job duties, knowledge, education, skills needed to be successful).

Learning Methods:

1. Conduct 3 informational interviews with MNHS curators. Focus one of these on a curator with WWII experience.
2. Visit MNHS's WWII exhibit and assess content and design. Follow-up with question for curator (possibly during interview).
3. Shadow a museum curator for a day.

Evaluation Indicators (Outcomes):

1. Gained knowledge of 3 career paths of curators from the informational interviews.
2. Can identify the major job duties of a curator.

Learning Objective #2

Learn about the MNHS's mission and work to better understand how curators fit into its work.

Learning Methods:

1. Interview a MNHS staff from the management team to discuss MNHS's mission.
2. Informational interview with 3 staff from different departments and position levels to learn about how they contribute to the Society's mission.
3. Conduct research about nonprofit organizations and how they differ from for-profits.

Evaluation Indicators (Outcomes):

1. Compiled a list of museum contacts that were speakers during the cohort meetings.
2. Gained a "big picture" view of MNHS's work and mission.
3. Increased understanding of the difference between for-profit and non-profit work.

Learning Objective #3

Improve my professional communication skills.

Learning Methods:

1. Read "*How to communicate effectively*" book.
2. Interview a Marketing/Communications staff member to learn more about communication styles and tricks of the trade.
3. Start a blog focused on sharing my internship experience. This will serve as a tool to develop my written communication skills.

Evaluation Indicators (Outcomes):

1. Completed reading "*How to communicate effectively*" book. I would have utilized at least one tool from the book to support my communication development.
2. Completed an interview with a Marketing/Communication Department member and compiled a "Communication: Tricks of the Trade" document.
3. My blog will have at least 1 entry per week on my reflections, and I will have supervisor feedback on it.