

Western University, Faculty of Arts & Humanities
ARTHUM 3000A/B/Y – 3001A/B

LEARNING OUTCOMES

Please complete this form and return it to the Experiential Learning Specialist or Experiential Learning Assistant **within one week** of receiving it. Your responses to the questions in the Learning Outcomes section should be as detailed and complete as possible, but not excessive in length.

STUDENT INFORMATION	
Name & Student Number	
Student Email	
INTERNSHIP INFORMATION	
Organization Name	
Address	
Job Title	
Internship Period	
Work Hours / Week	
Supervisor Name	
Supervisor Contact (email, phone)	

LEARNING OUTCOMES

Before completing the following activities, reflect on the following questions:

- What are some of my long-term goals (career and/or educational)?
- How does the internship experience fit with some/all of these goals?
- What do I hope to accomplish from the experience?
- What skills/knowledge do I have that will help me accomplish these goals?
- What skills/knowledge do I need to develop to accomplish these goals?

In each of the three sections below, work collaboratively with your Supervisor to identify at least three specific learning outcomes that you would like to accomplish throughout the duration of the internship.

Develop a learning plan for each outcome to determine how the learning will be achieved, and consider how you will measure whether you have successfully met the learning outcome.

1. LEARNING OUTCOME

What will you be able to do upon completion of the internship?

Considerations:

- What skills are you hoping to develop? Visit the [Conference Board of Canada](#) website for a list of employability skills that may be relevant to the internship position
- What do you hope to add to your resume by the end of the experience?

Example: By the end of this experience, I will demonstrate an understanding of how the use of social media can contribute to organizational goals.

Please answer below.

2. LEARNING PLAN

How will the learning be achieved?

Considerations:

- What tasks/projects will you be working on?
- What strategies could you use to achieve your learning outcomes?

Example: I will conduct a review of the organization's social media presence, find areas for improvement, and make recommendations to the organization accordingly.

Please answer below.

3. MEASURES OF SUCCESS

How will you know if you have achieved your learning outcomes?

Considerations:

- What does success look like?
- What work will you complete?
- What will be new/different because of your work?
- How will your work contribute to the organization's goals?

Example: I will demonstrate an understanding of the organization's social media presence through submission of a formal recommendation report, which will highlight areas for improvement and strategies for greater engagement with the public through use of social media tools.

Please answer below.

ADDITIONAL QUESTIONS

Reflect on the learning outcomes identified above. What are some possible obstacles that you may encounter as you navigate this new role?

What are some possible ways you could mitigate these obstacles?

Identify any resources you may need throughout your work term (e.g. policy/procedural manuals, staff resources, access to systems/data, etc.):

Decide when you will complete the following with the help of your Work Supervisor and the Experiential Learning Specialist/Assistant:

	Date
Orientation to the workplace and outstanding training requirements (e.g., WHMIS, etc.)	
Follow-up meeting with your supervisor to discuss your progress on the above learning outcomes	
Midpoint Check-In with the EL Specialist/Assistant	
Final Report and Final Evaluation	
Internship Reflection	

NEXT STEPS AND ACKNOWLEDGEMENT

In the coming weeks, the Experiential Learning Specialist or Experiential Learning Assistant will send you instructions for your **Midpoint Check-In, Final Report, and Final Reflection**.

	Signature	Date
Student		
Supervisor		
EL Specialist/ Assistant		