

Form III
Work Experience Objectives

Name of intern: _____ Date: _____

Name of host design firm: _____

At the beginning of the internship, students will develop objectives for their work experience and list steps that will contribute to the accomplishments of each objective. The development of work objectives identifies job responsibilities and encourages the intern to make a commitment thus assuming responsibility for having a valuable work experience. The development of objectives should contribute to satisfaction of both the employee and the intern. Establishing individual objectives that are somewhat measurable provides the basis for evaluation and performance.

Work experience objectives are very personal! Each intern's objectives will be different. Objectives will depend upon past experiences, philosophy of the host design firm, individuals with whom one works, attitude, assertiveness, etc. It is up to the individual intern to assume the major responsibility for having a meaningful work experience.

As a basis for developing job objectives, prepare a list of your job responsibilities. For a few jobs, the employer will have a written job description. Written descriptions are more common for management level positions than for jobs by hourly employees. Think about your job. What do you perceive to be your main responsibilities? List your responsibilities below and on the following page:

Responsibilities:

What are the major objectives of the host design firm?

- A. Formulate objectives for yourself that relate to job performance. Objectives may relate to improving design abilities, working with clients, arranging displays, maintaining stock, etc. When possible specify who, what, when, where, how, and/or why. Word each objective in such a way that by the end of the semester/term you can evaluate whether the objectives have been accomplished.

B. Formulate objectives that relate to personal things you want to accomplish as a result of work experience. These personal objectives may or may not coincide with your employer's objectives but they must not be in conflict with those of your employer. Personal objectives may be interpersonal skills you want to develop, things you want to learn about the firm, personal appearance improvement, improvement of spelling skills, etc.

C. For each objectives in A and B on the previous pages, list two – four specific things you can do to contribute to the accomplishment of each objective. You may provide additional paper for this section if necessary.

Work Experience Objectives for Design Interns (Form III) which consists of 4 pages is due at the end of the second full week of the intern's work experience.