

2022 SWSDIP INTERNSHIP PORTFOLIO

Establishing, tracking, and fulfilling your goals

Your internship experience should be a mutually beneficial relationship with Wisconsin State Government. We appreciate the work you will be doing this summer and we would like to ensure we are helping you to meet your goals, as well! Utilize this document throughout your journey to ensure you are getting the most out of your internship, documenting the unique experiences as you have them and the knowledge and skills as you gain them.

INTERNSHIP GOALS

Identify specific knowledge, skills, and experiences you hope to gain this summer.

Break down your goals into the areas of knowledge, skills, and experiences you wish to gain throughout this summer.

Knowledge Goals

What do you hope to learn from your summer with the State of Wisconsin?

- Goal #1:
- Goal #2:
- Goal #3:

Skills Goals

What skills or practices do you hope to gain throughout your internship experience?

- Goal #1:
- Goal #2:
- Goal #3:

Career/Experience Goals

What specific experiences do you hope to have as you explore your own possible career paths?

- Experience #1:
- Experience #2:
- Experience #3

DOCUMENTING YOUR PROGRESS

Now that you've established your goals, it is important to regularly check in with yourself on your progress towards these goals. You may even wish to share your goals with your supervisor so that they can assist you in finding opportunities to meet your goals.

Designate 15 minutes, one day per week, throughout the below weeks to write a short reflection on your work experiences and include one picture or short video representing your work week. You can choose to respond to the writing prompts or write something completely different. Make sure to include any projects you were a part of or any new processes you learned, or any thing that really stood out about your work week that week. Be sure to check in with your goals and that you are working towards accomplishing them.

Week of June 13th

What did you do this week? What did you find interesting? What do you want to know more about?

INSERT PICTURE HERE

Week of June 20th

How can you find ways to get involved in those things that interested you? Who might you be able to turn to for these opportunities or to learn more?

INSERT PICTURE HERE

Week of June 27th

What new skills are you getting the hang of? How can you develop them further? How might they be useful in the future?

INSERT PICTURE HERE

Week of July 4th

What facets of your position or work unit's function are still unclear? How can you learn more? What are your agency's mission and values? Are you able to see how the work you do connects with that mission?

INSERT PICTURE HERE

Week of July 11th

You have about 4 weeks left of your internship. How are you feeling about your position so far? What excites you about this work? What is less exciting? Where are you at in accomplishing your goals?

INSERT PICTURE HERE

Week of July 18th

What are you proud of to have accomplished this summer? What are you actively working towards?

INSERT PICTURE HERE

Week of July 25th

Do you have ideas about how to improve the service processes within your agency? What are they?

INSERT PICTURE HERE

Week of August 1st

With a week or two left in the internship, take some time to write out specific ways you have worked towards your goals:

Goal	Ways I Have Accomplished This Goal

This is a table for you to document some of the tasks and/or projects you worked on this summer and the associated skills you gained from performing them. This may come in handy when you add your internship to your resume and apply for future job opportunities.

If you are considering applying for state jobs in the future, you may wish to take note of the different software and service programs you used throughout your internship to include in future applications.

Tasks or Projects	Skill 1	Skill 2	Skill 3
<i>Ex. Answered Front Desk Calls</i>	<i>Customer Service</i>	<i>Multi-tasking</i>	<i>Transferring calls over VOIP service</i>

FUTURE CAREER CONSIDERATIONS

Throughout your internship this summer you have likely been exposed to a variety of different career paths, job titles, etc. Are there any specific jobs you have encountered that you could see yourself performing someday in the future? What are they?

List the job titles or divisions/departments you could see yourself working in the future

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FINAL REFLECTIONS

This is a space for you to write any final thoughts on your experiences this summer. What went well, what didn't go so well, what intrigued you, what bored you? What did you learn about the agency and what did you learn about yourself? How might this experience guide your academic and/or career path going forward?