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| Develop a SMART goal for your Virtual Internship Program | | | |
| Criteria | Description | Questions to consider | Your answer |
| Specific | States in clear terms what outcome, result or behaviour is to be achieved. | * What do I want to accomplish on this program? * How will I accomplish it? * Why do I want to accomplish is? * Who will need to be involved? | *I want to accomplish all the modules in this virtual internship successfully by giving my 100 cent effort on each step. I will accomplish it by following all the instructions and to gain an experience as a virtual intern and to know how the industry works.* |
| Measurable | Includes a description of the desired outcome and/or measurable results. | * How will I measure this? * How will I know when I’ve completed it? * How will I know if I’m on track to complete this program? | *After I gain the complete data and information needed to complete each task, my modules will be completed successfully. My progress bar will keep me notifying how many modules/ tasks I have already completed and will help me on track.* |
| Achievable | A realistic expectation, given time and resources. | * Do I have the skills and knowledge currently to complete this program? * Is this the right time for me to complete this program? * Do I have enough time and resources to complete this program? * Does this goal challenge me in the right way? | *Yes, It is achievable. The complete program takes 5-7 hours of focus. I have information based on every task, and if I lack somewhere the resources provided in the modules will guide me.* |
| Relevant | There is a clear link to the goals of the department, division, the company and its values. | * Is this worth my time and effort? * How does this link to my career choice? * Is this the right time to complete this program for me? | *Yes, Absolutely!*  *In the process of completing each task in the internship, I will be able to gain more knowledge about the company. This will bring me closer to the sub fields I want myself to be engaged in in the company environment.* |
| Time Bound | There is a time limit or deadline by which the objective must be achieved, and there may be a time frame to track phases of completion in an action plan. | * When do I want to complete the program by? * How long do I want to allocate to each module? * How will I track my progress against time per module? * What is my target end date? | *I will complete the program by 9th of July, 2020.*  *I will spend 30-60 mins on every module and more or less as mentioned in the module section.* |

Now write out your SMART Internship Goal in full (considering the answers to your questions from above):

By 9th of July,2020 I will complete all my modules/ tasks allocated to me while keeping my progress bar into consideration by giving each task the allotted time over 30-60 mins every day till I complete all the modules of Virtual Internship with 100 cent progress bar mark.