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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 work at Microsoft, so I am completing this course to know and to have a better knowledge of Microsoft.*  *I want to know about what values does Microsoft give to its employee.*  *I want to know what is better way to join Microsoft.*  *I need to involved and be ready for future interview with Microsoft.* |
| 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? | *I will set a proper time table to complete this internship.*  *I will give my best to achieve my goal.*  *I will cross check my progress every weak.* |
| 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? | *I am not a pro I don’t have that much knowledge but I am here to get knowledge to complete this task.So, I will take help from others to learn.*  *I am at right time this is covid-19 period as we all are free this is the golden opportunity to learn without any university load.*  *In the beginning as I said I am not pro so this task is really a challenge for 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? | *This is my first internship so this is really beneficial for me.*  *To become a good coder you must have knowledge about big companies.*  *This is perfect time to complete this course.* |
| 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 am thinking to complete this program by end of this weak.*  *If I give minimum of 1 hr a day is enough for this course as my experience till now.*  *I will set a goal to achieve my goal.*  *By this weak I complete this course at any cost.* |

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