



**Internship S.M.A.R.T Objectives**  
**California State Polytechnic University, Pomona**  
**The Collins School of Hospitality Management**

**Intern's (S.M.A.R.T.) Learning Objectives Contract**

Company \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Phone Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Advisor /Mentor \_\_\_\_\_

Title \_\_\_\_\_

Intern \_\_\_\_\_

Position \_\_\_\_\_

Department (s) \_\_\_\_\_

Hours worked \_\_\_\_\_

Approximate Dates of Employment to \_\_\_\_\_

Summary of Job Responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**LEARNING OBJECTIVES:**

Advisor/Mentor: These objectives should include what you expect the management intern to learn, skills you expect him/her to acquire, and projects you want completed. This list should be determined during the first week of the internship and forwarded to the Intern Coordinator as soon as practical.

OBJECTIVES: These objectives will later be used to evaluate performance.

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

**Intern's Learning Objectives Contract continued**

**LEARNING OBJECTIVES continued:**

Advisor/Mentor: These objectives should include what you expect the management intern to learn, skills you expect him/her to acquire, and projects you want completed. This list should be determined during the first week of the internship and forwarded to the Intern Coordinator as soon as practical.

OBJECTIVES: These objectives will later be used to evaluate performance.

C. \_\_\_\_\_

\_\_\_\_\_

D. \_\_\_\_\_

\_\_\_\_\_

E. \_\_\_\_\_

\_\_\_\_\_

F. \_\_\_\_\_

\_\_\_\_\_

Signature of Advisor/ Mentor - Date \_\_\_\_\_

Signature of Intern – Date \_\_\_\_\_

Signature of Intern Coordinator – Date \_\_\_\_\_

The Advisor/Mentor will mail the original to:

Intern Coordinator  
Management Intern Program  
The Collins School of Hospitality Management  
California State Polytechnic University, Pomona  
3801 West Temple Avenue, Building #79  
Pomona, California 91768