

CAREER DEVELOPMENT GOAL:

Obtain External Internship (during school year or year-round)*

All young people should complete at least one career development experience/activity that is in line with their interests, strengths, needs, and academic situation.**

REQUIRED STEPS (COMPLETE ALL)	COMPLETED?	DATE	PROGRESS NOTES
<input type="checkbox"/> Discuss interests, goals, and schedule with young person	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Apply for internship	<input type="checkbox"/> YES <input type="checkbox"/> NO		

POTENTIAL STEPS (EXPLORE IF NEEDED/APPLICABLE)	COMPLETED?	DATE	PROGRESS NOTES
<input type="checkbox"/> Explore programs online with young person to select one; ensure young person meets any criteria	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Set up informational interview to learn more about the internship	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<input type="checkbox"/> Other:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

***ONCE GOAL IS COMPLETED:**

- Proceed to "Complete external internship" goal on Career Development Goals Roadmap and begin worksheet on **page 99**

**High school and college students should participate in an activity during the summer as well as during the school year, when possible.

GOAL TRACKING		
START DATE: _____	GOAL COMPLETED	<input type="checkbox"/> GOAL CHANGED
YOUTH NAME: _____	<input type="checkbox"/> YES EMPLOYER: _____	DATE: _____
COACH: _____	<input type="checkbox"/> NO NOTES: _____	NEW GOAL: _____
INDUSTRY TYPE: _____	<input type="checkbox"/> PAID <input type="checkbox"/> UNPAID	INTERNSHIP START DATE: _____

ADDITIONAL NOTES

A large, empty rectangular box with a thin black border, intended for writing additional notes.