

## Appendix to Research Practice and Internship Learning Agreement: Guidelines for defining your personal learning goals

Setting up your personal learning goals supports you to focus on your learning process and progress during the research practice. These learning goals are the behaviour and knowledge areas that you identify as important for your learning.

Your goals should be useful for you, yet they should not be only self-serving.

Working on your personal intended learning goals should enhance your functioning within chair group and result in a higher quality end-product.

Your previous lecturers or peers with whom you worked during earlier projects, might already have given some useful feedback that provides you with input for defining your personal learning goals.

**Step 1.** Choose elements from the different domains of learning (academic/scientific and social learning), as an inspiration to set up personal learning goals. Choose elements you feel personally motivated for to work on in the coming months.

**Step 2.** Describe in one sentence the learning goal in general terms. Start with “I” and formulate your goal positively and active. Describe what you aim for. Make it active in the sense that you state the desired outcome. Do not state what you do not want, state what you want. Examples:

- ‘I accept and use received feedback’.
- ‘I determine if the tasks, structure and working environment of the internship provider is an appropriate career goal for me’.

**Step 3.** Create a visual analogue scale running from 0 to 5, and define the level of attainment you aim at. A ‘5’ means an optimal performance in relation to the specific learning goal you want to improve. Describe the desired level you are aiming to achieve in a short description. It can be a combination of the three aspects knowledge, skills and your personal attitude (or conviction).

E.g. aspects related to

- Knowledge: learning to know and apply knowledge.
- Skills: learning to do.
- Attitude: learning to be (i.e. related to others and yourself, sense of care, sense of responsibility (integrating values in your own value system)).

Example of the desired attainment level in case of *‘I accept and use feedback’*.

‘I have an open attitude and pro-actively ask for feedback. Furthermore, I have a conversation about that feedback to truly understand it. Based on this conversation, I design a plan to implement relevant feedback and consciously use that plan during my internship. I welcome feedback from my colleagues and host supervisor. I check with them whether I have improved regarding the feedback they gave me.’

**Step 4.** Indicate your current level of performance.

Make a description of your current level of performance regarding the learning goal (assess your own abilities, e.g. by including elements of knowledge, skills and attitude). It helps you to make clear which steps need to be taken to be able to improve.

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Example present performance:

'I am open to receive feedback from most of the involved persons, but only if I trust them. I hardly ask for feedback. I struggle with selecting relevant feedback, but do create and partially execute my plan to implement the feedback if it seems relevant to me.'

**Step 5.** Indicate the way you are going to achieve your personal learning goals. Determine what is reasonable for you to act upon within the coming months. Make sure that you set yourself SMART action points (specific, measurable, acceptable, realistic, well-timed).

Example: Within the forthcoming two months ...

- -I ask the host supervisor and I will look on internet to provide me with elaborate information on receiving feedback and set up my own rules.
- I practice receiving feedback from my internship colleagues by asking them for feedback about my behaviour.

How to use your personal learning goals?

The personal learning goals are the basis for your reflection report (by means of a self-assessment). They are key elements of your development throughout the internship and help you to prepare for your future career.

Although setting up personal learning goals supports you to focus on what you want to learn, they should always be related to your functioning at the internship. It is important to realize that learning goals are not static. You are free to adjust them in between if necessary, for example during the **progress evaluation**.