

Creating an action plan

Action plans can improve the quality of internships for students by providing a structured approach to identifying and addressing individual learning needs. Through setting specific, achievable goals and developing targeted strategies, students gain a clear direction for their professional growth and skill enhancement. Action plans encourage active engagement, self-directed learning, and accountability. Regular monitoring and adjustments ensure that students remain on track and adapt to new learning opportunities. Action plans foster a personalized learning experience.



How:

Objective; guide students in creating action plans.

1. Identify learning needs; collaborate with students to identify their individual learning needs based on previous assessments, feedback, and self-reflection on clinical experiences.
2. Set specific goals; help students set specific, measurable, achievable, relevant, and time-bound (SMART) goals that address their identified learning needs.
3. Develop strategies; work with students to develop actionable strategies for achieving their goals.
4. Assign responsibilities; clarify roles and responsibilities, ensuring students understand what is expected of them and what support they can expect from clinical teachers and staff.
5. Establish a timeline; together with students, establish a realistic timeline for achieving their goals, with milestones for evaluating progress.
6. Reflect on outcomes; encourage students to reflect on their learning journey upon completion of the action plan, identifying successes, challenges, and areas for future growth.

Special requirements:

Ensure students are actively engaged in the process, taking ownership of their learning and action plans.

Be prepared to adapt action plans based on changing clinical opportunities, student progress, and feedback.

Provide or facilitate access to necessary resources, learning opportunities, and mentorship to support students in achieving their action plan goals.

Time required:

Allocate 1-2 hours for the initial session to identify learning needs, set goals, and develop the action plan.

Plan for 15-30 minute check-ins at regular intervals (e.g., weekly or bi-weekly) to monitor progress and make necessary adjustments.

Schedule a 1-hour final meeting to reflect on the action plan outcomes, lessons learned, and plan for future professional development.