



LEARNING OBJECTIVES WORKSHEET

Learning Objectives:

Learning Objectives provide the structure and framework for learning outside of the classroom during an internship experience. These objectives illustrate how the intern will DO something and should be specific, strong, and clear to provide an understanding of the employer's needs and course the student is pursuing. Solid objectives will increase the likelihood that the internship experience will be beneficial and successful. Attached are examples of not S.M.A.R.T. and S.M.A.R.T. Learning Objectives. These examples will give you a better idea between acceptable and unacceptable objectives for your upcoming internship. Read and answer the following questions to help formulate basic learning objectives for the upcoming internship.

All learning objectives should be agreed upon between the student (intern), employer (site supervisor), and faculty (course evaluator).

1. Learning Objective One: What have I learned in the classroom that relates to the real working world?

2. Learning Objective Two: What new skills will I learn or hope to learn during the internship?

3. Learning Objective Three: How will this internship help inform my understanding of career choices within my major or field?

Learning Objectives for Internships

Learning objectives provide the foundation and framework for learning during an internship experience. The learning objectives developed should answer the question, “What will I be able to do as a result of this internship experience?”

Apply Classroom Theory: What have I learned in the classroom, which relates to the world of work? How are the concepts I have read about in textbooks applied in practice? What theories, ideas, or concepts might be applied in my career area?

Skill Development: What new skills will I learn or hope to learn during the internship? Some skills you may have the chance to develop include operating office or computer equipment; handling a variety of situations simultaneously; organizing or analyzing data, records, or budgets; or improving teamwork, writing, and speaking abilities. Assignments and work environment will determine the types of skills developed.

Personal Development: How will I benefit personally from the internship experience? During your internship, make a special effort to observe the personal style of supervisors and colleagues. Be able to identify clear examples of leadership styles that either promote good working relationships or hinder a productive work environment. Note how to deal with pressure, tension, and praise in work relationships.

It is important to understand how to communicate knowledge to strangers, supervisors, and peers. Be aware of when to speak and when to listen. Try to understand the employer’s organizational chart (formal or informal). What is a typical career path? What sort of education and experience is normally required in each line of work?

What can you learn about laws, taxes, and fringe benefits that are important to employees in this field? What grievances are there? What are the personal satisfactions and rewards? Try to obtain knowledge of job opportunities available in this field. Become familiar with occupational literature and professional organizations.

Be Specific: Learning objectives should be specific to provide understanding of your needs and direction. Concrete objectives will increase the likelihood that the internship will be successful.

Use Action Verbs: Learning objectives illustrate how you will DO something. Action verbs help develop strong, clear objectives.

S.M.A.R.T. Learning Objectives to help generate Outcomes	
<u>S</u>pecific	Provide a specific objective such as Who, What, Where, When, Which and Why.
<u>M</u>easurable	Measure your progress of each objective you set, stay on track; reach specific dates so you know when you accomplish something.
<u>A</u>ttainable	Develop attitudes, skills and abilities that will enable you to attain any goal you set for yourself as long as you use your internship time wisely.
<u>R</u>ealistic	An objective must be realistic so that it can represent something you are willing and able to work toward.
<u>T</u>imely	Set a timeframe for yourself so your objective can be completed within a certain period of time.

Examples of Learning Objectives

Review the examples below to distinguish the differences between vague and specific learning objectives. Work to avoid vague language as you create your learning objectives for your upcoming internship.

Vague learning objectives:	Specific learning objectives:
I want to learn all about working in a senator's office.	<p>I will learn the methods involved in researching legislation for committee assignments.</p> <p>I want to develop the communication skills needed to respond to constituents' letters.</p> <p>I will analyze political theories used in campaign planning.</p>
I will learn about Human Resources Management.	<p>I will study wage and hour laws.</p> <p>I will learn to develop appropriate test items for employment tests.</p> <p>I hope to receive an overall perspective on insurance and benefits provided by employees.</p>
This internship will give me experience in the accounting.	<p>I plan to study the methods of cost accounting used by this firm.</p> <p>I will learn to apply the principles of accounting to tax preparation.</p> <p>I want to determine if working for an accounting firm is an appropriate career goal for me.</p>
I am very interested in counseling troubled teenagers.	<p>I will learn to administer and interpret personality inventories.</p> <p>I hope to develop my potential as a facilitator in group counseling.</p> <p>I plan to research teenage alcoholism and identify at least five factors that contribute to the problem.</p>

Additional Resources:

- Helpful Action Verbs
- Student & Faculty Internship Guide
- Internship Hub