

Learning Objectives for Internships

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

Questions to Ask

Read and answer the following questions to help formulate basic learning objectives for the upcoming internship.

- **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 learning 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.

Use Action Verbs

Learning objectives illustrate how you will DO something. Action verbs help develop strong, clear objectives. (See examples at the end of this handout)

- **Be Specific**

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

- **Share**

Once the internship learning objectives have been created **list them on the *Learning Plan* to submit to the Internship coordinator for approval into the MHR Internship class.**

Communicate these objectives with your site supervisor who can help you find ways to accomplish your objectives during the course of the internship.

Use action words in developing your Learning Objectives:

- To write • To assemble • To investigate • To recite • To learn • To report • To comply • To select • To increase
- To apply • To develop • To reduce

List of Action Words for Learning Objectives

- ANALYZE quantitative data, statistical data or human social situations
- APPRAISE or evaluate programs, services or performance of individuals
- ARRANGE social functions, events or meetings between people
- ASSUME responsibility for varied duties and job function
- CLASSIFY and sort information into categories
- COMPILE statistical data, facts or information
- COMPLETE in-house training course, correspondence studies, etc assigned by supervisor
- COORDINATE events involving groups of people
- CONDUCT special meetings and/or training sessions, etc
- CREATE new systems or processes
- CROSS-TRAIN with different coworkers or supervisors
- MAKE DECISIONS or alternatives within a certain situation
- DEMONSTRATE the ability to perform certain job functions previously unknown
- DELEGATE tasks to others or give responsibility to others on a work team
- DESIGN new systems, forms, plans, processes and/or duties and responsibilities
- DEVELOP a working knowledge of various job processes and/or duties
- EVALUATE a program or judge the performance of a process or individual
- EXAMINE by administering written tests
- EXPLAIN by justifying one's action or making obscure ideas clear to others
- EXPRESS feelings to individuals or to groups
- FIND and research information from various sources or people that can be helpful
- IMPLEMENT new plans, procedures or ideas within the business organization
- IMPROVE skills in shorthand, typing, office machines, etc
- INCREASE level of output, number of contacts, amount of sales
- INITIATE personal contacts or new ideas and ways of doing things
- INTERPRET other languages or meaning of statistical data
- INVESTIGATE by seeking the underlying causes of a problem
- LEARN the techniques of operating new equipment, new procedures at the job site
- MANAGE the work of others or the processing of information
- MEMORIZE data, lists, etc, that may be necessary on the job
- ORGANIZE certain tasks or information and arrange it in an interpretable form
- PERSUADE by influencing others to see your point of view
- PLAN and organize a project
- QUESTION to obtain information or clarification
- READ and/or review company or product information
- RESEARCH by extracting information from libraries, archives, etc

- REVIEW by reassessing the effects of a program or performance of an individual
- REVISE present policies, procedures or method of operation
- SCHEDULE meetings, conferences, etc
- TRAIN to perform in newly assigned job responsibilities
- WRITE correspondence, reports, memos, programs, sales presentations, promotional brochures or sales manuals

Examples of Learning Objectives

Vague learning objectives:

Specific learning objectives:

I want to learn all about working in a senator's office.

I will learn the methods involved in researching legislation for committee assignments.

I want to develop the communication skills needed to respond to constituents' letters.

I will analyze political theories used in campaign planning.

I will learn about Human Resources Management.

I will study wage and hour laws.

I will learn to develop appropriate test items for employment tests.

I hope to receive an overall perspective on insurance and benefits provided by employees.

This internship will give me experience in the accounting.

I plan to study the methods of cost accounting used by this firm.

I will learn to apply the principles of accounting to tax preparation.

I want to determine if working for an accounting firm is an appropriate career goal for me.

I am very interested in counseling troubled teenagers.

I will learn to administer and interpret personality inventories.

I hope to develop my potential as a facilitator in group counseling.

I plan to research teenage alcoholism and identify at least five factors that contribute to the problem.

Sources: <https://www.bvu.edu/.../internships/.../LearningObjectivesForInternships.doc>

<http://www.tmcc.edu/ct/downloads/forms/internships/COMPInternLearningObjWS.pdf>