LEARNING OBJECTIVES/ACTIVITY GUIDANCE AND TIPS

**DEVELOPING LEARNING OBJECTIVES**

A Learning Objective is an educational goal that you set for yourself to be accomplished during your internship work experience. Learning Objectives refer to a set of statements that clearly and precisely describe the learning you want to accomplish during your work term. ***You should write three or more Learning Objectives to accomplish during the internship experience.***

When developing Learning Objectives, remember they need to be measurable, understandable, and attainable. Learning Objectives should be neither a listing of numerous, narrowly defined trivial tasks, nor so broad and vague that they cannot be meaningfully evaluated. Learning Objectives should be stated in terms of the results you want to achieve.

To write effective Learning Objectives, you must decide what you expect to learn and accomplish during the work experience. The challenge is to tie the learning in the classroom to that which takes place in the internship experience so that it is interactive and reinforcing. Effective Learning Objectives should contain two main types of information: (1) A statement of what you expect to achieve or learn through your work experience. (2) An indication of the level of achievement that you expect to obtain, expressed wherever possible in numerical terms (increase speed by 15%). Use action words that will express what you intend to learn and do. Examples of action words and ideas are listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Analyze Data, situations, etc. | Assume responsibility for | Compile statistical data | Create and/or design |
| Cross-train to learn | Develop a knowledge of | Evaluate programs, etc. | Explain how |
| Guide | Implement new | Improve the quality of | Increase sales, etc. by |

As you prepare your Learning Objectives, you should ask yourself these questions:

1. What is my career goal at this time?
2. What details in this job description will lead to accomplishing my career goal?
3. What do I want to learn from this internship work experience, or what is the most important thing I want to gain from this experience?
4. What new knowledge or information do I want to possess?
5. What new competencies and skills do I want to develop?

**Exercise:** On a separate sheet of paper, write a couple of responses to each of the preceding questions and activities. As you begin answering these questions, you can start to see the unfolding of your Learning Objectives.

The following is another approach you can use to develop Learning Objectives: If you have a position description available, you should use the following four steps for completing your learning objectives:

1. Using the job or position description provided by the employer, list things for which you are responsible. List qualifications and education required to do the job. You may complete the same list if there is not a job description, but you have general knowledge about the position.
2. Identify the parts of your job or position description that offer opportunity for learning, gaining knowledge, building competencies, developing skills, personal growth, and professional development.
3. From the items listed in the exercise, being to draft your Learning Objectives by using the answers you prepared to the five key questions listed above. You will also need to consult your employer/supervisor as to the objective(s) he or she may want you to accomplish.
4. Decide what you will attempt to accomplish. Using action words, write your objectives in final form that will express what you want to accomplish.

**LEARNING ACTIVITIES**

How will you accomplish your Learning Objectives? Learning Activities are the tasks and assignments you will perform in accomplishing your Learning Objectives. You will need to list one or more Learning Activities for each Learning Objective.

For example, Learning Activities might include: a list of the daily routine of activities; supplementary study in appropriate (specified) journals, texts, etc.; related topic discussions with co-workers, supervisors, etc.; a staff study, a research project, a creative project, or a project designed by the employer/supervisor; preparation of a special term paper to be approved by the employer/supervisor and submitted by the Faculty Co-op Advisor, or other projects as decided. To explain how you plan to do what you said you would do, you will need to develop a list of activities on how you will accomplish your Learning Objectives.

**Internship Academic Requirements Worksheet**

*Please* ***work with your faculty internship advisor*** *to develop a academic plan for your internship learning agreement.*

***Important Note: This worksheet is not submitted. This is a tool to help you collect the required information needed to complete your online internship application in the Wildcat Career Network***

**Section A: Company/Position:**

Internship Host Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship/Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Internship Department/Instructor**

Campus Location:\_\_\_\_\_\_\_\_ College:\_\_\_\_\_\_\_\_\_\_\_\_ Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Prefix: \_\_\_\_\_\_\_\_\_\_ Course Number: \_\_\_\_\_\_\_\_\_ Number of Credits: \_\_\_\_\_\_\_

Department Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Dean/Assoc. Dean Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section C: Academic Requirements:** (Indicate if required and circle assignment frequency)

**Term Paper/Project Due: *Yes\_\_\_\_ No\_\_\_\_***

***Frequency:*** *Weekly Bi-Weekly Monthly Bi-Monthly Mid-Quarter End-of-Quarter*

**Progress Reports Due: *Yes\_\_\_\_ No\_\_\_\_***

***Frequency:*** *Weekly Bi-Weekly Monthly Bi-Monthly Mid-Quarter End-of-Quarter*

**Assigned Readings: *Yes\_\_\_\_ No\_\_\_\_***

***Frequency:*** *Weekly Bi-Weekly Monthly Bi-Monthly Mid-Quarter End-of-Quarter*

**Journal/Log Due: *Yes\_\_\_\_ No\_\_\_\_***

***Frequency:*** *Weekly Bi-Weekly Monthly Bi-Monthly Mid-Quarter End-of-Quarter*

**Number of Email Contacts:**  ***Yes\_\_\_\_ No\_\_\_\_ #\_\_\_\_\_\_\_\_\_***

***Frequency:*** *Weekly Bi-Weekly Monthly Bi-Monthly Mid-Quarter End-of-Quarter*

**Final Report Due:**  ***Yes\_\_\_\_ No\_\_\_\_ Final Report Due Date: \_\_\_\_\_\_\_\_\_\_\_\_***

**Other Assignments**: ***Yes\_\_\_\_ No\_\_\_\_***

*If other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Section D: Learning Objectives & Activities**:

*Please work list 3 learning objectives for this internship/position and at least one activity and assessment for each objective.*

**Learning Objective 1** -

**Activities**:

**Learning Objective 2** -

**Activities:**

**Learning Objective 3 -**

**Activities:**

**Additional Learning Objectives/Activities:**