

Guidelines to Writing Internship Learning Objectives

Internships provide students with an opportunity to put into practice skills they have learned while in school. In addition, students should have an opportunity to enhance those skills, obtain the perspective of a work environment and benefit from a mentor or supervisor's experience and advice.

To gain maximum benefit, the work experience must have a supervisor or mentor available to provide coaching and evaluation of the student. Writing the learning objectives is a collaborative effort. Before the internship begins, the student, site supervisor, and Senior Capstone Project advisor should develop at least three learning objectives to be met during the work experience. The Math Internship Coordinator must approve these learning objectives prior to the start of the internship.

Learning Objectives: What do you expect to learn or experience during your internship?

Learning objectives are specific, measurable statements of what you hope to accomplish or learn during the internship. Each objective should be clear and concise. Think about what you want to gain from this internship experience. Setting goals and having clear learning objectives provides a means for evaluation of your experience.

Each learning objective should be specific, realistic, and measurable. Each must have a completion date within the time frame of the internship. A measurable learning objective is a clear statement of what and how you are planning to accomplish your goals. There are three types of learning objectives: Academic, Professional and Personal.

Academic Learning Objectives apply concepts or theories of your major and your liberal arts education and/or development of new knowledge and understanding. Professional Learning Objectives develop skills related to your major or an occupation and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, etc. Personal Learning Objectives are related to personal development such as self-awareness, self-confidence, sensitivity and appreciation for diversity, clarification of work and personal values, career, and post-graduate development.

Objectives are not tasks—they are not a punch list of tasks to be performed. *However, very specific tasks should be listed for each objective.* Each task should advance the objective it supports.

To begin writing learning objectives, first describe the job environment. You need to ascertain whether this environment will provide you with the opportunity and the means to enhance your skills and to contribute in a meaningful way. What is the name of the company? What does the company do? What department will you be working in? How does that department contribute to the company's mission? Is there a supervisor/mentor available to guide your experience?

Next, think about what you want to gain from this work experience. Do you want to learn new programming techniques? Do you want to discover new ways to solve math related problems?

Guidelines to Writing Internship Learning Objectives

Do you want to learn how this company implements a new product?

Use the answers to these questions to develop at least three learning objectives.

Finally, list the specific tasks you will perform that lead to the accomplishment of each learning objective. List the contributions you will expect of your supervisor/mentor in guiding you in the performance of your tasks.

Math majors, type your learning objectives on the Internship Learning Agreement for Mathematics or type them on a separate sheet that you include with your Internship Learning Agreement. *Note: typing them on a separate sheet is required for CSIT majors.* Use the spell-checker.

Examples provided below for each major.

Examples for Math Majors

- A. Academic Learning Objectives: Application of concepts or theories of your major and your liberal arts education and/or development of new knowledge and understanding. Examples:
1. Learn and understand the methods involved in researching legislation for committee assignments.
 2. Analyze political theories used in campaign planning.
 3. Apply the principles of accounting to tax preparation.
- B. Professional Learning Objectives: Skill development related to your major or an occupation and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, etc. Examples:
1. Develop the communication skills needed to respond to constituents' letters.
 2. Learn to administer and interpret personality inventories.
 3. Learn and understand the logistics and components of event planning by creating a how-to manual for a regional event.
- C. Personal Learning Objectives: Personal development such as self-awareness, self-confidence, sensitivity and appreciation for diversity, clarification of work and personal values, career, and post-graduate development. Examples:
1. Determine if working for an accounting firm is an appropriate career goal for me.
 2. Develop my potential as a facilitator in group counseling.
 3. Familiarize myself with trade groups and associations and learn their code of ethics and read trade periodicals.

Guidelines to Writing Internship Learning Objectives

Sample Document for CSIT Majors

I have arranged to work for XYZ Incorporated. They develop mobile applications. Since I am interested in both networking and programming, Ms. Smith has agreed to let me work with both the development and infrastructure teams. I have completed both Java classes and all of my networking classes at Clayton State. I will be working under Ms. Grace Smith, the CIO of XYZ, who has agreed to evaluate my work and help me learn to improve my skills to be ready for the workforce.

Learning Objective 1: Learn to install and manage Network systems

I will be learning to configure and deploy many different types of networking devices (switches, routers, AP's, etc.). I will work with other team members in configuring new switches and routers, while also learning to manage existing systems. I will also learn the structure of the current firewall system.

Learning Objective 2: Gain experience with new operating system and programming language

The applications that Ms. Cox wants designed must be compatible with both Android phones and iPhones, so I will be gaining experience working with Mac OS for the first time. Additionally, I will be getting experience working with Swift. I am already familiar with Java but am excited to get more applicable programming experience.

Learning Objective 3: Experience working in a professional team

While at Clayton, I have worked on several projects with my classmates. I'm ready to implement those practices and gain knowledge of new team practices while working at XYZ. It was made very clear that I would be working with team that communicates regularly and I'm expected to actively communicate and attend weekly meetings.