

## Writing Internship Learning Objectives

### What do we mean by Learning Objectives?

Learning Objectives refer to a set of statements which clearly and precisely describe what it is you intend to learn and accomplish during your experience. The Learning Objectives should help the student, Site Supervisor, and the Mentor/Instructor evaluate the learning progress of the intern. Learning Objectives should not try to cover all aspects of the internship, but rather focus on select areas of new learning, expanded growth, or improvement on the job. Furthermore, the outcomes may benefit both the student and the host organization.

### How do you develop and write Learning Objectives?

Start with a careful review of your job, noting areas where you feel you can increase your knowledge or gain new skills. In order to avoid broad general statements, write objectives focused on a specific **GOAL**, using **ACTION WORDS**, with an identified **TIME FRAME** and anticipated **EVALUATION**.

### Examples:

#### *Broad Statements ☹*

I hope to improve my skills working with clients.

I want to learn more about investment strategies in city government.

#### *Specific Learning Objectives ☺*

By the end of my internship (**time frame**), I will demonstrate (**action word**) the ability to work with clients (**goal**), as assessed during weekly conversations with my site supervisor (**evaluation**).

Bi-weekly (**time frame**), I will organize and present (**action words**) a survey of Morristown's investment strategies (**goal**), as appraised by my supervisory team (**evaluation**).

Be sure to use fitting **ACTION WORDS** in the design of your learning objectives. Examples of action words are: demonstrate, produce, compose, develop, survey, create, perform, etc.