

How To Complete Learning Objectives

- **You** should complete this form on your own
- Share it with your Internship Supervisor
- Have your Internship Supervisor approve your objectives by **signing the lines below**:
- **All Students**: Upload completed/signed form onto your Cabrini Learn section.

Instructions for Writing Learning Objectives

- Write a unique objective for each Row (4 total). Columns **1 and 2** will represent your objectives/goals at the beginning of your internship experience. Column **3** will be done mid-semester. Column **4** will be done near the end of your experience. All columns of Learning Objectives will be reviewed by your Faculty Coordinator.
- **Column 1: DO-** Begin each objective with "*I will (action verb)...*". Use the rest of the space to describe the breakdown of work tasks that you will be doing. Think about how you will do the task, how often you will do it, and the overall purpose of the task.
- **Column 2: LEARN-** Write what skills, procedures, processes, or comprehensions you will take away from each task, **and list the Competencies from Column 4 that will be developed**. (Do not complete Column 4 at this point, only use it as a reference).
- **Column 3: CHECK-IN-** This is to be completed at the semester midpoint. Your Faculty Coordinator will provide instructions on when to complete. Use the space to update what you are actually DOING and LEARNING.
- **Column 4: EVALUATION-** This is the Self-Evaluation, done at the end of the semester, in which you measure the success of your Learning Objectives, utilizing the NACE Career Readiness Competencies.

Please **TYPE** your responses for **Columns 1 and 2** and upload to Cabrini Learn by the assigned due date. **IF YOU ARE REPEATING THE INTERNSHIP WITH THE SAME EMPLOYER, YOU MUST WRITE NEW LEARNING OBJECTIVES. YOU MAY NOT RE-USE LEARNNG OBJECTIVES FROM PREVIOUS SEMESTERS!**

Student Signature

Student Name (PRINT)

Date

Internship Supervisor Signature

Internship Supervisor Name (PRINT)

Date

Job Duties/Responsibilities - What will you DO? (Complete at beginning of semester)	During the Experience - What will you LEARN? (Complete at beginning of semester)	Midway Through - What are you DOING? (Complete at the middle of semester)	End - What Competencies were Developed? (Complete at end of semester)
<p>1- Job Task #1 - I will complete task 1, on a daily basis, to ensure steady daily operation of business procedures (the goal).</p> <p>I plan on doing task 1 by _____, _____, and _____ (breakdown, to-do items, if applicable)</p>	<p>By completing task 1, I am learning how to time manage properly, while ensuring essential work is done correctly, in a timely manner. This will develop Professionalism/Work Ethic, and Oral/Written Communication competencies</p>	<p>At the mid-semester, I am still responsible for completing Task 1 on a daily basis. With added responsibilities, time management is being challenged and developed more strongly.</p>	<p><input type="checkbox"/> Career & Self-Development</p> <p><input type="checkbox"/> Communication</p> <p><input type="checkbox"/> Critical Thinking</p> <p><input type="checkbox"/> Equity & Inclusion</p> <p><input type="checkbox"/> Leadership</p> <p><input type="checkbox"/> Professionalism</p> <p><input type="checkbox"/> Teamwork</p> <p><input type="checkbox"/> Technology</p> <p>Other: _____</p>
SAMPLE PAGE			
<p>2- Job Task #2 - I will do task 2, a weekly project, in order to keep management up-to-date with all relevant data.</p> <p>Specific project tasks include; item A, item B, and item C. All items will be reported to direct supervisor, by Friday afternoons.</p>	<p>By doing task 2, I will develop stronger digital technology skill sets, data management, and project management. I will increase my competency in Digital Tech. Application, Critical Thinking/Problem Solving, and Teamwork/ Collaboration.</p>	<p>Due to a shift in personnel, Task 2 has been delegated to full-time staff, and I have picked up other responsibilities, such as _____, _____, and _____. I expect these new roles to develop similar competencies by the conclusion of my internship.</p>	<p><input type="checkbox"/> Career & Self-Development</p> <p><input type="checkbox"/> Communication</p> <p><input type="checkbox"/> Critical Thinking</p> <p><input type="checkbox"/> Equity & Inclusion</p> <p><input type="checkbox"/> Leadership</p> <p><input type="checkbox"/> Professionalism</p> <p><input type="checkbox"/> Teamwork</p> <p><input type="checkbox"/> Technology</p> <p>Other: _____</p>

Job Duties/Responsibilities - What will you DO? (Complete at beginning of semester)	Learning Objectives- What will you LEARN? (Complete at beginning of semester)	Check-In- What are you DOING/LEARNING? (Complete at the middle of semester)	End - What Competencies were Developed? (Complete at end of semester)
<p>1- What?</p> <p>How?</p> <p>How Often?</p> <p>Why?</p>			<input type="checkbox"/> Career & Self-Development <input type="checkbox"/> Communication <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Equity & Inclusion <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism <input type="checkbox"/> Teamwork <input type="checkbox"/> Technology <input type="checkbox"/> Other: _____
<p>2- What?</p> <p>How?</p> <p>How Often?</p> <p>Why?</p>			<input type="checkbox"/> Career & Self-Development <input type="checkbox"/> Communication <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Equity & Inclusion <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism <input type="checkbox"/> Teamwork <input type="checkbox"/> Technology <input type="checkbox"/> Other: _____

CCPD

Internship Program - Learning Objectives (page 2)

Job Duties/Responsibilities - What will you DO? (Complete at beginning of semester)	Learning Objectives- What will you LEARN? (Complete at beginning of semester)	Check-In- What are you DOING/LEARNING? (Complete at the middle of semester)	End - What Competencies were Developed? (Complete at end of semester)
<p>3-</p> <p>What?</p> <p>How?</p> <p>How Often?</p> <p>Why?</p>			<input type="checkbox"/> Career & Self-Development <input type="checkbox"/> Communication <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Equity & Inclusion <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism <input type="checkbox"/> Teamwork <input type="checkbox"/> Technology <input type="checkbox"/> Other: _____
<p>4-</p> <p>What?</p> <p>How?</p> <p>How Often?</p> <p>Why?</p>			<input type="checkbox"/> Career & Self-Development <input type="checkbox"/> Communication <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Equity & Inclusion <input type="checkbox"/> Leadership <input type="checkbox"/> Professionalism <input type="checkbox"/> Teamwork <input type="checkbox"/> Technology <input type="checkbox"/> Other: _____