



## Learning Objectives Work Sheet

Select three to six from the following list that would most benefit you and further your own career goals. Review these with your faculty advisor and revise if needed. Retype and submit to your sponsor for review.

### Professional Behavior/Industrial Knowledge Base

1. To improve my understanding of the \_\_\_\_\_ industry.
2. To increase my working knowledge of computers and computing as currently utilized in the \_\_\_\_\_ industry.
3. To further my understanding of, and familiarity with, \_\_\_\_\_, as currently practiced within the \_\_\_\_\_ industry.
4. To further my understanding of the common business functions such as sales, marketing, human resources, management, customer service, accounting and production.
5. To improve my understanding of general employer expectations with respect to professional behavior so that I can feel more confident in pursuing my career goals.

### Communications Skills

6. To improve my communication skills—speaking, writing and interpersonal—as currently practiced and expected in a business organization.
7. To gain a better understanding of interpersonal communication in an organization so that I can feel more comfortable in work situations and more confident socially.
8. To improve my spoken and written English skills.
9. To improve my telephone, sales and customer service skills.
10. To practice my selling and customer service skills so that I feel more confident and competent to work directly with customers/clients.

### Computing Skills

11. To improve my understanding of, and familiarity with, MS Office Suite as it is currently utilized in the \_\_\_\_\_ industry.
12. To increase my working knowledge of \_\_\_\_\_ software as it is currently utilized in the \_\_\_\_\_ industry.
13. To further my understanding of the uses of \_\_\_\_\_ software.
14. To increase my exposure to, and familiarity with, networking as it is currently practiced in the \_\_\_\_\_ industry. (database administration, CAD, etc.)
15. To achieve \_\_\_\_\_ certification in \_\_\_\_\_ software by the end of my internship.

### Specific Skill-Building

16. To improve my skills and experience in \_\_\_\_\_.
17. To further my competency in \_\_\_\_\_.
18. To achieve mastery in the areas of \_\_\_\_\_.
19. To achieve a score of at least \_\_\_\_\_ in the examination for \_\_\_\_\_.
20. To improve my confidence and competency in \_\_\_\_\_.

### Project-related Objectives

21. To complete a draft of an employees' handbook to submit to my sponsor by the end of my internship. (customer survey, competitors survey, feasibility study, market analysis, customer satisfaction survey, focus group interviews, literature review, etc.)
22. To prepare and deliver to my sponsor and selected staff a presentation of my project by the end of the semester. (marketing plan, advertising plan, business plan, research study, literature review, etc.)
23. To provide my sponsor by the end of my internship with a prototype database that satisfies the minimum operating requirements described by my sponsor. (inventory control system, emergency procedures handbook, client satisfaction survey, etc.)
24. To create a brochure for my sponsor which I can add to my professional portfolio. (tape, computerized structure, sample of office documents, formal proposal, etc.)
25. To create a \_\_\_\_\_ that is actually utilized by my sponsor and continues to provide value to my sponsor after I have completed my internship.

### Employability-enhancing Issues

26. To gain a job reference I can count upon to vouch for my performance as a \_\_\_\_\_.
27. To gain a job reference I can count upon to vouch for my performance within the \_\_\_\_\_ industry.
28. To gain experience within the \_\_\_\_\_ industry which I can add to my resume.
29. To gain experience and a reference with the \_\_\_\_\_ industry.
30. To enhance my employability as a \_\_\_\_\_.

**List your selected Learning Objectives here:** Don't be afraid to revise or reword so the objective feels more comfortable and more relevant to your ultimate career goals! Or draft your own original objectives—as long as they're at least as specific and reachable as these. Tip-- If you write these in pencil, they will be easier to revise and reword.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



**Take this draft to your faculty advisor to be reviewed before submitting to your sponsor!**