

## Guidelines for Creating Internship Learning Objectives

Based on the [National Association for Colleges and Employers \(NACE\)](#) and the Department of Labor's [Fact Sheet # 71](#), which defines criteria for legal internships, an internship must be an extension of learning outside the classroom and there must be learning objectives set up ahead of time. To ensure the protection of our students, we are now requiring internship positions in HireMason, paid or unpaid, to have student learning objectives.

### **PURPOSE OF LEARNING OBJECTIVES:**

- Learning Objectives are statements that clearly define what a student will learn during the internship.
- The objectives should help the student, the Site Supervisor, and the Internship Instructor (when applicable) evaluate the learning progress of the intern.
- Learning Objectives should not try to cover all aspects of the internship, but instead focus on select areas that the student will be exposed to throughout the internship.
- Each Learning Objective should involve new learning, expanded growth, or improvement on the job.

### **GUIDELINES FOR WRITING LEARNING OBJECTIVES:**

- A minimum of **two (2) objectives** are required. Try to limit the Learning Objectives to no more than six (6).
- Each Learning Objective should be specific, measurable, and limited to a single definite result. A measurable Learning Objective is a statement that clearly and precisely describes what it is the intern will accomplish by performing a task(s).

### **EXAMPLES OF STRONG LEARNING OBJECTIVES:**

- Intern will improve skills using the Bloomberg financial software by learning how to monitor certain asset classes through shadowing his/her supervisor and gaining hands-on experience.
- Intern will network and establish professional contacts in the fashion industry by attending PR events and attending client meetings.
- Intern will learn how to address buyers' questions relating to commercial real estate by accompanying a Licensing Associate during a property viewing.
- Intern will learn the editorial process of magazine publishing by attending staff meetings and shadowing the Chief Editor.
- Intern will become proficient in Microsoft Excel by creating financial spreadsheets to be used to conduct company financial analyses.
- Intern will develop better interpersonal skills and learn how to establish a strong financial advisor relationship by attending client meetings and listening to phone conversations.

### **THE FOLLOWING ARE EXAMPLES OF TASKS OR GOALS; THEY ARE NOT LEARNING OBJECTIVES:**

- Intern will work on PowerPoint presentations.
- Intern will answer questions about various programs offered.
- Intern will undertake projects that enable him/her to gain further experience in sales.
- Intern will participate as a team member in day to day office tasks.
- Intern will attend client meetings

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