



PHILADELPHIA UNIVERSITY

Internship Program

Learning Objectives Assignment

Student Name:

Semester/Year:

Employer/Supervisor's Name:

Phone:

During the first 2 weeks of the internship, the intern will develop a set of Learning Objectives to be accomplished during the 12-week internship. Each of these objectives should align closely with the skills highlighted in the table below. These written goals are intended to create a network of communication and an overall learning plan for the duration of the internship assignment.

Please Note: The development of these objectives/goals should be a collaborative effort between intern and supervisor. After completing Part I below, the intern and supervisor should sign the Worksheet; the intern will keep a copy and submit the original to their faculty internship advisor for review, signature and file.

PART I: DEVELOPMENT OF LEARNING OBJECTIVES

INSTRUCTIONS:

The intern will work with their immediate supervisor during the first two weeks of the internship to identify **at least 5 skills** (from the list below) to focus on developing or improving throughout the internship experience. The tasks and responsibilities established to develop these skills should be directly applicable to the intern's position description, current development, and/or work responsibilities.

The intern should **utilize the attached template and provide a typewritten document** to clearly address the questions which skills s/he has selected and include a brief statement as to why each specific skill was chosen. This paper should be submitted to the student's immediate supervisor and the Faculty Internship Advisor by the assigned due date.

Communication Skills Strong Work Ethic Teamwork Skills Creativity Ability to Take Initiative	Problem-solving Skills Analytical Skills Organizational Skill Flexibility/Adaptability Tactfulness	Computer Skills Technical Skills Interpersonal Skills Self-confidence	Ability to be Detail- Oriented Leadership Skills Entrepreneurial Skills Strategic Planning Skills
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PART II: COMMUNICATION OF ACCOMPLISHMENTS

INSTRUCTIONS:

Interns should report their progress in accomplishing these objectives to their site supervisor during one-on-one meetings on a regular basis. During their internship, the intern will also **incorporate into their mid-term and final reports (where applicable)** how each of the selected skills were addressed, developed, and/or achieved. Students are expected to also provide their site supervisor with a summary of the accomplishments of these Learning Objectives prior to the conclusion of the internship.

*****PLEASE SEE REVERSE SIDE FOR SIGNATURES SECTION AND SKILLS DEFINITIONS*****



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By signing below, the parties to this agreement assume the following roles:

The Supervisor: Will create learning objectives with the student intern to develop specific professional skills, as relevant to the interns' responsibilities and the nature of the company/industry; will support and supervise the student throughout internship, monitor progress towards accomplishment of learning objectives, and provide meaningful work that affords opportunities to develop such skills.

The Intern: Will create learning objectives with the internship supervisor to address at least 5 skills to develop and/or improve during the internship; will provide regular progress reports to the internship site supervisor *and* Faculty Internship Advisor regarding the accomplishment of such goals.

The Faculty Internship Advisor: Will provide support to the student during the internship experience, monitor the student's progress toward the achievement of learning objectives, and evaluate the written accomplishment of these goals as a component of the student's final grade.

1. Supervisor's Signature: _____ Date: _____

2. Intern's Signature: _____ Date: _____

3. Faculty Advisor's Signature: _____ Date: _____

Communication Skills	Ability to convey information in both verbal and written formats, as well as in attitude, as appropriate for the needs of the target audience.
Strong Work Ethic	Ability to demonstrate disciplined diligence, perseverance, and hard work to accomplish tasks and goals and thoroughly carry out expected responsibilities.
Teamwork Skills	Ability to effectively work in groups with varied backgrounds and experience levels toward a combined effort or goal.
Taking Initiative	Ability to act without prompting, with a readiness to be energetic and inventive and contribute to innovative outcomes; willingness to independently go above and beyond responsibilities and stretch one's boundaries.
Interpersonal Skills	Ability to develop rapport with others and form working relationships; to listen effectively, manage conflict, understand human motivation, and understand and respect cultural differences.
Problem-solving and Analytical Skills	Ability to conceptualize, articulate, understand, and deal with difficult questions or things; ability to apply logic or reasoning to review information, identify problems, their causes, evaluate options, and select the best solution.
Flexibility/Adaptability	Ability to vary or adjust ones approach or style according to situational demands; to welcome and manage change in a positive and effective manner.
Computer and Technical Skills	Ability to work with new technology, to stay abreast of industry-related trends and innovations, and to demonstrate proficiency with related computer programs.
Detail Oriented	Ability to be precise and correct in approach to tasks; having an eye for and attending to details in a thorough and conscientious manner.
Organizational Skills	Ability to coordinate and give orderly structure to things or tasks.
Creativity	Ability to produce and contribute new ideas, approaches, or actions.
Tactfulness	Ability to professionally do and say the right thing at the right time, while being mindful of one's audience and avoiding giving offense.
Self-Confidence	Ability to demonstrate belief in one's self and to convey confidence in one's abilities.
Leadership Skills	Ability to be self-aware, build trust among colleagues, and take effective action to realize one's own leadership potential; ability to positively influence the behavior of other people toward the achievement of group goals in a way that fully respects others freedom.
Entrepreneurial Skills	Ability to confidently make an informed, and usually innovative, decision and take responsibility for the consequences of the action resulting from that decision (risk taking).
Strategic Planning Skills	Ability to systematically formulate objectives for future growth and development, based on defined goals and a realistic assessment of resources available to successfully implement the plan.