



PHILADELPHIA UNIVERSITY

Internship Program

Learning Objectives Assignment - SAMPLES

Learning objectives are specific, measurable statements of what you hope to accomplish or learn during your 12-week internship. Each learning objective should center on developing a specific professional skill, as outlined on the first page of the Learning Objectives Assignment form.

Keep in mind that this exercise should be completed by both intern and supervisor. Together, you should discuss and create learning objectives, as well as identify what meaningful work or tasks will be completed that will offer the intern the opportunity to develop these key professional skills. Learning objectives should be written to address at least 5 different skills. Interns should answer the following questions in **no less than 2 paragraphs** for each objective. They should type their responses directly in this document and submit all applicable Learning Objectives Assignment forms to their Faculty Internship Advisor by the assigned due date.

Questions to answer for each Learning Objective:

- **Why do you think that you should develop and/or improve upon this particular skill?**
- **How do you plan to accomplish this? What tasks will you complete to develop these skills?**
- **How will your achievement of this goal be measured and/or evaluated?**

LEARNING OBJECTIVE SAMPLE #1

SKILL TO BE DEVELOPED: Taking Initiative

I think that "Taking Initiative" is a skill that should be developed because, in the workplace, taking initiative demonstrates that you can successfully perform necessary or assigned tasks and then move on and assume new tasks or projects with little to no instruction. I want to improve my ability to take initiative because I think that demonstrating the ability to be proactive and take on more responsibility within the job is essential to being successful and advancing one's position within the profession.

I plan to accomplish this by being attentive to my work and taking every opportunity to learn the processes associated with making a business run effectively and efficiently. I can do this by maintaining a "Running Projects List" where, once I complete priority tasks and responsibilities, I can then move on to additional projects like: updating information, keeping the library organized, and being of assistance to other professionals in the office. Additionally, I will also take the initiative to learn more about the industry, the company and the careers of some of my co-workers by utilizing my breaks, lunches or other free time to schedule informational interviews.

I will measure or evaluate myself on the accomplishment of this skill in two ways. First, I will create and maintain my "Running Projects List" and tend to other projects in addition to those that are given to me by my supervisor; completing these tasks independently will demonstrate my ability to take initiative after completing assigned tasks. Additionally, I plan to meet with both the office manager and my direct supervisor each month to evaluate my progression and development of this skill and review how I have accomplished this goal and what steps I need to take to for improvement.

LEARNING OBJECTIVE SAMPLE #2

SKILL TO BE DEVELOPED: Communication skills

Communication skills are an essential aspect of any position or career. In today's society, there are many different ways to communicate including: the Internet, phone calls, meetings and letters. In order to be successful in any business, one must know how to communicate effectively in order for co-workers and clients to understand what one is trying to express. During my internship, I will work to improve my professional communication skills and be more cognizant of how others perceive what I am trying to convey.

Specifically, I plan on improving my communication skills by focusing on using proper e-mail skills and etiquette. I hope to improve my communication skills in this area because it has become such an important part of modern business and design. During my internship, I will strive to improve my ability to communicate my ideas clearly via e-mail correspondence, while expressing them in a concise and professional manner.

This task will be considered successful when I receive positive feedback from my fellow employees, as well as with clients. I will prove that I was able to communicate my ideas clearly and effectively when people understand what I



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am trying to express. In the beginning, I will also review some of my e-mails with my supervisor prior to sending and seek constructive feedback with regards to my grammar and content.

While e-mail communication will be my specific area of focus, since I believe that technology has globalized the industry, I also believe that being able to personally connect to a client can set you apart from the competition; therefore, I will focus on improving all areas of communication during this internship as well.

LEARNING OBJECTIVE SAMPLE #3

SKILL TO BE DEVELOPED: Interpersonal Skills

I feel that demonstrating strong interpersonal skills in the workplace is necessary because they enable you to understand the people with whom you are working, communicate effectively, and ultimately create professional relationships that are crucial to my future occupation. In particular, I'd like to focus on improving my ability to listen effectively to others and to successfully manage and navigate through conflict because these are two traits that I feel I need to further develop to be successful in both my professional and personal life.

I plan to accomplish this goal by consciously making an effort to stay focused and really listen to someone when they are speaking with me, not just simply hear what they are saying. I find that often there is so much going on that it is hard to take in every single detail that someone says. Sometimes, I miss even a small piece of information, which ultimately proves to be important for me to perform my responsibilities to the best of my ability. With this, I plan to focus on one thing at a time and really understand the tasks that are set before me the first time it is explained to me. Also, managing conflict is something I feel could be critical to my success as a designer, depending on the type of project and client I am working on or interacting with at any given time. To learn this skill, I plan to observe how others handle (or don't handle) the sticky situations that sometimes arise in the business and keep notes on these observations for future reference.

This skill will be measured by reflecting on my progress, as well as through direct feedback from my internship supervisor at regular intervals of the internship. In terms of reflection, I plan to keep a log of my daily interactions with co-workers and clients, noting the times that I had to seek additional guidance or clarification on projects because I was not as focused as I could have been during my interactions. During my regular meetings with my supervisor, I'll ask for feedback on my interactions with others, guidance for handling future situations and examples of how one can professionally navigate through conflict.

LEARNING OBJECTIVE SAMPLE #4

SKILL TO BE DEVELOPED: Problem Solving and Analytical Skills

Problem solving and analytical skills are important for me to learn, especially within in a design setting, because I feel that if I possess these skills, I will be able to solve reoccurring issues or devise ways to make work processes more efficient (and therefore more effective). I think that this is an important skill for the workplace, one that I have not yet had the opportunity to demonstrate in a professional setting or in something related to my career. Improving these skills will enhance my ability to think critically about how best to approach and accomplish each task set before me.

I plan to accomplish this goal in some of my more basic responsibilities by creating templates for different aspects of my role, to ensure that all of the proper information is included and outlined for each of my projects prior to beginning my work. I also plan to use this skill to better organize and prioritize my responsibilities in my internship. Finally, I plan to outline multiple ways of completing projects and then identify/analyze the pros and cons of each solution prior to presenting my ideas to my supervisor. I also plan to shadow other individuals in my department to learn other ways of completing tasks and solving problems.

This skill will be evaluated during weekly meetings with my supervisor. I will seek feedback from him about the quality of my work and my ability to accurately complete the projects that are assigned to me. Additionally, I will review the process I took to complete projects so that we can review my ability to critically think about and analyze details of a project or task.



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LEARNING OBJECTIVE SAMPLE #5

SKILL TO BE DEVELOPED: Flexibility and Adaptability

Already at my internship, I have noticed that the people who work for this organization have to be flexible and willing to “go with the flow.” Often, clients will call with an idea for an event and then change their mind multiple times. Also, the individuals who work for the company work diligently to come up with an outline for an event and, once presented to the client, may need to make changes to better suit their needs, expectations and budget. For people who do not have the ability to be flexible or resist adapting to change, I realize that this profession could become quite frustrating. That is why I know that I want to work on being more flexible in order to be a successful event planner and make my future clients feel more comfortable to change their minds about their ideas.

In order to be more flexible I will make a point to listen to others and come up with alternative solutions or compromises where and when appropriate. In my opinion, event planners should understand that they are working for the client, so whatever the client wishes to have change should be changed. I will observe the event planners at the company and see how they manage clients changing their minds; I’ll then take these interpretations to create my own flexibility skills. I’ll also meet with the event planners to understand their perspectives on the importance of being flexible and adaptable in this industry, as well seeking out recommendations they might have for me as someone just starting out in the field.

To me, the most important action I can take in order to become a more flexible person is to listen to others, rather than trying to impose my viewpoint without understanding the client’s perspective. I’m confident that, by simply listening to a client’s needs, I can help create a situation where they will be satisfied.

My ability to be flexible will be measured by the success of the events I plan and how smoothly I can coordinate events without getting stressed out or frustrated by unexpected changes. There will also be times when I will be working out of the office and will need to be able to go wherever I am needed. I will look to my supervisor to provide me with feedback on how well I am able to “go with the flow”, meet the needs of our clients, and be flexible and adaptable in the event of unexpected changes. I will ask that he provides me with suggestions to improve this skill as well.