

LUTHER COLLEGE
THE CAREER CENTER
LEARNING PLAN GUIDE

IDEAS FOR LEARNING OBJECTIVES

Learning objectives provide the scaffolding and building blocks for your internship experience. They provide the foundation that will direct and focus your activities for learning. We encourage you to engage in the process of being an active, self-directed learner who designs a learning plan that is useful and meaningful to you. As you start to think about your individual academic learning objectives, consider the following broad goal areas. These ideas can help you begin to clarify what you want to get out of your internship experience.

In the context of an internship you can:

- Analyze** data, human, or social situations in a work setting
- Apply** (what) theory, method, technique learned in (which) class to (what) setting
- Coordinate** events involving groups of people
- Conduct** meetings
- Describe** the organizational structure and culture of a company or agency
- Design** new systems, forms, plans, processes, and/or methods of operation
- Develop and demonstrate** a working knowledge of various job processes
- Develop** skills in oral and written communication
- Evaluate** programs to determine their success
- Express** ideas to individuals or to groups
- Find and research** information from various sources
- Identify and relate** the skills and knowledge developed in the classroom
- Identify** personal and work strengths and weaknesses
- Identify, assess, and describe** the relative importance of needs, values, skills, and interests to work environments
- Implement** plans, procedures, or ideas
- Improve** skills in _____
- Initiate** personal contracts or new ideas
- Interview** [supervisor, co-workers, department managers] to obtain information and perspectives
- Learn** how to make decisions and gain self-confidence
- Manage** time efficiently and effectively
- Motivate and lead** people
- Observe, describe, and analyze** management, leadership, and communication styles in work environment
- Obtain** information on different types of jobs available in this field
- Speak** to groups effectively
- Teach** individuals to perform certain tasks
- Tutor** individuals in certain subjects
- Use** various forms and styles of written communication

After deciding on the general areas in which you want to focus, write your specific learning objectives as clearly and succinctly as you can. Remember, your learning objectives are what you want to learn. As an active learner, use **action** verbs to develop your objectives.

The following are examples of action verbs describing learning outcomes at different cognitive levels.
SIMPLE: choose, define, describe, identify, indicate, label, list, mark, match, name, order (sequence), select, state
INTERMEDIATE: compare, complete, contrast, differentiate, distinguish, generate, give, paraphrase, provide, select
COMPLEX: analyze, apply, compose, critique, diagnose, defend, explain, generalize, modify, predict, propose, solve

EXAMPLES OF LEARNING OBJECTIVES

COGNITIVE SKILL DEVELOPMENT

- To explain how at least two psychological theories/methods can be used in the treatment of autistic children
- To apply the principles of accounting and be able to explain the methods of cost accounting used by this firm
- To understand the overall employee benefit plan offered by this company and analyze the strengths and weaknesses of the plan compared to the course information from the human resource management class

GENERAL SKILL DEVELOPMENT

- To improve written communication skills to include a wider range of writing styles applicable to this agency/business
- To identify and compare several communication styles and techniques and to apply the techniques to develop and improve speaking skills in front of groups
- To expand and apply research skills learned in sociology and political science to collecting and analyzing data relevant to the environmental impact study project

PERSONAL GROWTH AND DEVELOPMENT

- To increase skills as a self-directed, self-assessing learner
- To identify and compare three entry-level positions for which I would be qualified for in the field of marketing
- To identify and list 10 skills I have acquired as an English major that are utilized in this profession
- To set priorities and manage time efficiently and effectively

Learning Objectives should be “**SMART**” – **S**pecific, **M**easurable, **A**ctive, **R**ealistic, **T**ime bound

IDEAS FOR LEARNING ACTIVITIES AND STRATEGIES

- Reading-Include type of written resources to be used (i.e., journals, books, articles, company literature, course notes, texts, etc.)
- Observations-Describe what you expect to observe
- Consultations-Indicate the approximate number of meetings, purpose of meetings, and with whom you are meeting (i.e., work supervisor, faculty, co-workers, etc.)
- Informational Interviewing-Identify the workshop or method
- Training-Identify the workshop or method
- Job Requirements-Describe which duties/tasks will be used for a specific learning objective

IDEAS FOR ASSESSMENT/EVALUATION

Methods and Options

- Participation in a concurrent internship seminar
- Written research paper on a related specific topic
- Overall, reflective, analytical summary paper
- Learning Journal-a daily or weekly record of your observations, activities, reflections, and analysis (i.e., making connections to your learning objectives)
- Critical incident analysis of “events” that made a significant impact on you during the internship and why
- Product Assessment-portfolio of projects or work(s) produced on the job
- Oral presentation in class, seminar, or colloquium
- Regular meetings with site supervisor
- Mid-term and/or periodic meeting(s) with faculty supervisor
- Written self-evaluation
- Work supervisor evaluation
- Site visit with self, faculty supervisor, and work supervisor
- Final oral presentation/meeting with faculty supervisor