

# CREATING INTERNSHIP LEARNING OUTCOMES

An internship is any opportunity to explore career interests, gain experience, build skills, and make connections in professional fields. Specifically, a student participating in an internship for academic credit “has intentional goals and reflects actively on what [they are] learning throughout the experience (NSEE).” Completing your Internship Learning Agreement (ILA) involves identifying learning outcomes for your internship. Clearly outlining your learning outcomes provides structure to the experience and sets you up to achieve your goals. Learning outcomes should be specific and measurable so it’s important to reflect on your desired results. Your learning outcomes will fit into three broad areas: **Academic Learning**, **Professional Learning**, and **Personal Learning**. Use this handout to explore your goals for your internship.

## LEARNING OUTCOMES WORKSHEET

The worksheet below is a resource for you to reflect upon and shape your goals for the internship. It is recommended that you identify two or more learning outcomes in each of the areas. Your learning outcomes should be specific with clear strategies for accomplishing and evaluating them. The tables below can help you to map out your ideas before you craft the final learning outcome statements that will go on your ILA. This is a resource for you, so take time to think about your goals and expectations. Think about sharing these notes with your Faculty Internship Sponsor and Site Supervisor as you complete your ILA. Additional examples of sample statements are included for each outcome area.

**ACADEMIC LEARNING** – These outcomes demonstrate how you will connect theory, concepts, or issues learned about in the classroom to practice in the workplace. They are also an opportunity to identify what new knowledge or understanding you hope to gain during the experience. Consider your major and/or minor courses, or any other class you feel may be applicable to your internship.

	<b>Goal:</b> What do I plan to learn or to be able to do academically?	<b>Plan:</b> What are the steps I will take to accomplish my goal?	<b>Evidence:</b> How will I show what I learned or accomplished?
<b>Sample Outcome</b>	Create a marketing plan	Review company’s existing marketing plans; Utilize resources from marketing courses; Create draft plan for review	Final marketing plan reviewed and approved by Site Supervisor
<b>Your Outcome</b>			

Below are some samples of possible academic learning outcome statements, feel free to customize or adapt as needed:

- To understand how \_\_\_\_\_ theories, strategies and/or techniques learned in my \_\_\_\_\_ course(s) are utilized in \_\_\_\_\_ organization or industry.
- To utilize the graphic design and editing skills learned in my classes to produce an eye-catching and effective logo for a start-up business.
- To observe the utility, as well as the limitations, of putting political engagement theory into practice while managing constituent concerns during the state legislative session.

**PROFESSIONAL LEARNING** – These outcomes highlight areas of growth in industry-related knowledge, skills, and abilities that are important for career exploration. Professional learning may include understanding work settings and appropriate behaviors. These could also include oral and written communications, critical thinking, problem solving, time management, leadership, problem solving, etc..

	<b>Goal:</b> What do I plan to learn or to be able to do professionally?	<b>Plan:</b> What are the steps I will take to accomplish my goal?	<b>Evidence:</b> How will I show what I learned or accomplished?
<b>Sample Outcome</b>	Learn more about non-profit operations and organizational culture to determine if this is a viable career path for me.	Observe and participate in meetings related to various organizational functions such as fundraising, volunteer management, and program development.	I will reflect on what I have learned about these processes in my final reflection paper.
<b>Your Outcome</b>			

Below are some samples of possible professional learning outcome statements, feel free to customize or adapt as needed:

- To further my understanding of, and familiarity with, \_\_\_\_\_, as currently practiced within the \_\_\_\_\_ industry.
- To improve my understanding of the general employer expectations with respect to professional behavior so that I can feel more confident in pursuing my career goals.
- To improve my communication skills – speaking, writing, and interpersonal skills – as currently practiced and expected in a professional setting.
- To practice my selling and customer service skills so that I feel more confident and competent to work directly with customers/clients.

**PERSONAL LEARNING** – These outcomes communicate areas for personal growth such as gaining confidence, self-awareness, career awareness and exploration, appreciation for diversity, and clarification of how personal values show up in work settings.

	<b>Goal:</b> What do I plan to learn or to be able to do personally?	<b>Plan:</b> What are the steps I will take to accomplish my goal?	<b>Evidence:</b> How will I show what I learned or accomplished?
<b>Sample Outcome</b>	Feel more comfortable in work and networking situations, especially when in remote or hybrid settings.	Ask my Site Supervisor about communication strategies for a remote/hybrid setting; Experiment with a variety of communications channels, (i.e. virtual meetings, virtual chats, etc..) to identify my preferred method.	I will reflect on the steps I took to increase my comfort level and how my comfortability has changed in my final reflection paper.
<b>Your Outcome</b>			

Below are some samples of possible personal learning outcome statements, feel free to customize or adapt as needed:

- To build my confidence and competency in \_\_\_\_\_.
- To explore \_\_\_\_\_ position/industry to determine if this is the right career path for me post-graduation.
- To identify both my strengths as well as my growing edges so that I can continue to work on developing these skills and qualities during future experiences.