

Internship Learning Objective Guidelines

When completing your objectives, consider the following guidelines:

Under normal circumstances, a well-formulated measurable objective will meet the following criteria:

1. It starts with the word “to”, followed by an action verb.
2. It specifies a single key result to be accomplished. (What / how much)
3. It specifies a target date for its accomplishment. (When)
4. It specifies only the “what” and “when”; it avoids venturing into the “why” and “how”.
5. It is readily understandable by those who will be contributing to its attainment.
6. It is realistic and attainable, but still represents a significant change.
7. It is consistent with the resources available or anticipated.
8. It is consistent with agency and organizational policies and practices.
9. It is recorded in writing, with a copy kept and periodically referred to by both site supervisor and intern.

Example Objectives

- To develop a news release by June 30, 2011.
- To design and implement three health education interventions for the target population by July 31, 2011.
- To attend four board meetings between September and December, 2011.

Internship Learning Objectives Form

Complete and submit to Division Internship Coordinator for approval prior to starting the internship.

Student Name: _____

Phone: _____

Email: _____

Quarter Enrolled: _____

Internship Site: _____

Address: _____

Site Supervisor: _____

Phone: _____

Email _____

Your Personal Objectives:	Site / Agency Objectives:
1.	
2.	
3.	
4.	

Approvals

(Student's Signature)

(today's date)

(Site / Agency Supervisor's Signature)

(today's date)

(Division Internship Coordinator's Signature)

(today's date)