

Examples of Learning Goals with Tasks Required to Achieve Goal/s by Major

Accounting

Biology

Communications

Environmental Studies

Global Business Leadership

Psychology

Accounting:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 1a. Assist with step-by-step procedures involved in an Audit for the firm from start to finish. Keep copies of all my work for portfolio and reflect in journal on my involvement in the process. 1b. List five skills I possess as an Accounting Major that I want to apply during my internship. Review my list of skills every week and discuss in my journal how they are being used in the workplace. 1c. Discuss the projects I am working on with my supervisors at our weekly meetings and ask for feedback on ways I might improve my work. Reflect on these discussions in my journal.
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 2a. Spend one week observing the functions of various departments (Audit, Risk Management, etc.) and write a brief description of each. 2b. Conduct informational interviews with managers in each department; prepare a written analysis comparing and contrasting the services offered by the organization. 2c. Perform the functions of different positions for one week each; receive a verbal evaluation on my performance and my understanding of procedure from my supervisor in each area. Content of evaluation sessions will be recorded in my journal.
<p>Goal #3: To improve my written and oral communication skills in a working environment.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 3a. I will look at examples of professional emails on websites like Mango. 3b. I will write a list of do's and don'ts for professional emailing, networking, and customer interaction, within the first week of my internship, and I will add to it as necessary. 3c. If I have questions about the phrasing of an email or about communication in general, I will ask my boss for input.
<p>Goal #4: To explore and test a career in public accounting (specifically in auditing), and to gain experience working the professional world.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 4a. I will understand the difference between the various financial instruments and provide clients with the best solutions in regards to their needs. I also want to be able to suggest other methods of obtaining additional funding.
<p>Goal #5: To increase self-confidence in work situations.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 5a. I will determine areas where I have struggled with during my internship. After this, I will talk with my boss to help me develop strategies to overcome these problems.
<p>Faculty Moderator Means of Evaluation: Your faculty moderator will assign the means of evaluation, which <u>must</u> include either a weekly reflective journal or a final paper.</p>	

Biology:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal: 1a. Demonstrate how specific course knowledge from biology and environmental studies courses can be applied in the field while surveying stream habitats. Use knowledge for identification of organisms as well as broader understanding of stream ecosystems. Cross reference field notes with course notebooks to find areas of overlap. Note in my journal situations where I was able to utilize course knowledge in the field. Examples would be identifying organisms or assessing energy flow in a stream ecosystem.</p>
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal: 2a. Show how the DNR stream habitat survey work helps to solidify concepts outlined in courses and textbooks. Keep notes of stream habitat cases and record in my journal situations where I was able to learn new, pertinent information to biology and environmental studies coursework.</p>
<p>Goal #3: To learn techniques that are used to help people with diet and exercise</p>	<p>Tasks Required to Achieve the Goal: 3a. I will read 3 different journals on healthy eating habits, taking notes on tips I would like to try. 3b. I will discuss with my supervisor a method to encourage others in my workspace to try my top 3 healthy eating habits. I could give a presentation, put up signs in the breakroom, or institute a healthy eating challenge every week. I will discuss with my supervisor what options are available to me.</p>
<p>Goal #4: To discover my strengths and weaknesses when communicating with others.</p>	<p>Tasks Required to Achieve the Goal: 4a. At the beginning of my internship. I will ask my supervisor for former case notes so that I can study previous situations, and role-play with my supervisor how I might handle those situations. 4b. During my internship, I will observe and take notes on how my boss handles different interactions with clients. 4c. I will then reflect in my journal on how my interactions with clients can be improved by comparing and contrasting my responses in the role-play scenarios with my boss' responses to clients' situations.</p>
<p>Goal #5: To observe how the physician interacts with his patients to establish a relationship and what strategies are successful in determining the history of present illness.</p>	<p>Tasks Required to Achieve the Goal: 5a. Student will observe how the physician approaches patients and how he or she develops a trusting relationship. 5b. Student will observe the amount of time it takes a physician to receive a history.</p>
<p>Faculty Moderator Means of Evaluation: Your faculty moderator will assign the means of evaluation, which <u>must</u> include either a weekly reflective journal or a final paper.</p>	

Communication:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <p>1a. List five skills I possess as a COMM major that I want to apply during my internship. Review my list of skills every week and discuss in my journal how they are being used in the workplace.</p> <p>1b. Reflect in daily journals how I see knowledge from specific coursework being applied to my daily tasks</p> <p>1c. Complete final reflective, research paper that incorporates theories and concepts from what I have learned in my COMM courses up to this point that I've witnessed at my internship site.</p>
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <p>2a. Create written content for my internship site that will reinforce my understanding and hone my skills in writing learned in the classroom.</p> <p>2b. I will draft social media posts for the company's Facebook page twice a week regarding techniques related to advertising the brand I learned COMM classes.</p>
<p>Goal #3: Develop my interpersonal skills in a setting that promotes the organizations goals and spreads their message.</p>	<p>Tasks Required to Achieve the Goal:</p> <p>3a. I will table at events (art fairs, farmers markets, etc.) in order to inform the various publics about the coalition and attend events put on by them.</p>
<p>Goal #4: To gain a clearer understanding of the specific skills and personal characteristics needed to be successful in a career in media production and development.</p>	<p>Tasks Required to Achieve the Goal:</p> <p>4a. I will put together a binder of written pieces over the course of the internship. Also, I will apply my studies to face-to-face interactions with the coalition's public.</p>
<p>Goal #5: To understand my role as a potential agent of change as well as my ability to have a positive impact in the industry as well as other organizations I am a part of.</p>	<p>Tasks Required to Achieve the Goal:</p> <p>5a. I will communicate efficiently about new ideas I may have with my boss. I will try to ask questions whenever I don't understand.</p>
<p>Faculty Moderator Means of Evaluation: Your faculty moderator will assign the means of evaluation, which <u>must</u> include either a weekly reflective journal or a final paper.</p>	

Environmental Studies:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 1a. Use my knowledge from ENVR 225 and other classes to help create an Agriculture Track. 1b. Form goals and objectives for the Agriculture Track from topics I have learned about in my Agriculture Class Reflect in my journal about how the Agriculture curriculum relates to the issues I learned about in ENVR 225 1c. Use the format of my Research Colloquium in order to do research for my internship program.
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 2a. Research mixed use development and deepen my understanding of sustainable development. 2b. A month into my internship, I will write down 3 environmental justice issues I notice in Minneapolis. 2c. I will choose one of the 3 issues and research local action to solve said issue. 2d. Before the end of the internship, I will identify ways the organization could solve or participate in a solution. I will talk with my boss about implementing my solution as protocol for the company.
<p>Goal #3: To discover new careers within environmental studies and gain new knowledge for my future career.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 3a. I will spend some time looking for employment opportunities and increase my knowledge on the forest service in Minnesota and a few southern states.
<p>Goal #4: To learn more about sustainability in the workforce and how I can help other places become more sustainable.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 4a. I will learn more about sustainable mining, how to develop sustainably, and how businesses can act with greater care and an increased awareness of the natural world.
<p>Goal #5: To gain a better understanding of myself as an individual in regards to weaknesses and strengths relating to the area involved in the internship.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 5a. I will use this internship opportunity to ask questions when I am confused. I will talk with my boss about my strengths and weaknesses and how I can work on my weaknesses.
<p>Faculty Moderator Means of Evaluation: Your faculty moderator will assign the means of evaluation, which <u>must</u> include either a weekly reflective journal or a final paper.</p>	

Global Business Leadership:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 1a. Assist financial analysts in the step-by-step procedures involved in their work and finish at least one project from start to finish. 1b. List out 3 or more tools taught in GBUS 210, 220, 230, or 240 that I would like to practice. Ask my supervisor if I could work on a project every month that focuses on using one of the tools on my list. 1c. Discuss the projects I am working on with my supervisors at our weekly meetings and ask for feedback on ways I might improve my work.
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 2a. Spend a day observing process and function of each department (operations, accounting, financial reporting, valuations, and investor services), and record in my journal which department I would prefer to work in/with and why. Maintain confidentiality at all times. 2b. Utilize ratios, formulas, and other financial methods learned through my global business curriculum to help develop my understanding of the industry. 2c. Perform the various daily functions of an intern and receive a verbal evaluation on my performance and my understanding of each procedure from my supervisor in each area. Content of evaluation sessions will be recorded in my journal.
<p>Goal #3: Student will observe (and as possible, practice) leadership theory in an organizational setting and grow in his/her personal leadership awareness and strengths.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 3a. Take notes on how my supervisor solves problems and strategizes methods for projects. Create a list of tips regarding problem solving and strategizing for projects throughout the internship. 3b. Participate in all in-service workshops and note in my journal a summary of what I learn. 3c. Reflect on workplace problems that others and I encounter and analyze the problem-solving processes used.
<p>Goal #4: Student will practice written, verbal and non-verbal communication practices in formal and informal business settings and develop organizational skills to manage time and work priorities.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 4a. Before my internship, I will take a communication test, to better understand my preferred methods of communicating. When I begin my internship, I'll be sure to talk about preferred communication styles with my supervisor and other colleagues. 4b. As a personal reminder, I will write up a do's and don'ts list regarding communication (i.e. Warn my supervisor 2 days in advance of an absence.) Add to the list as things come up. 4c. Read a book or article on time management and organization.
<p>Goal #5: Student will explore professional career paths and possibilities within a select industry setting and learn to develop and maintain a professional network.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 5a. Network within the company to create professional relationships as well as outside of the company weekly to build a professional network. 5b. Complete five informational interviews with various department heads and a human resources manager to learn more about the expectations of a professional in this career.
<p>Faculty Moderator Means of Evaluation: Successful completion of course requirements within Moodle including weekly readings, independent reading, activities, reflections, and site visit linking concepts and theories of management to the internship experience. The student reflecting on how his /her managerial mindset has evolved throughout the internship, including a portfolio to highlight key activities of their work product during the term will complete a comprehensive final paper. Other assignments as required by faculty moderator.</p> <p style="text-align: right;">Revised 4/18/18</p>	

Psychology:

<p>Goal #1: Student will demonstrate the ability to integrate and apply knowledge and skill gained from one or more courses. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 1a. Complete daily journal entries to document my accomplishments and experiences. I will share these entries with my faculty moderator at the end of each week. 1b. Include a journal reflection each week detailing how a child life situation correlates to a psychological theorist. Example: A baby in the NICU may need parental involvement in order to positively develop Erickson's trust vs mistrust stage. 1c. Keep a log of medical terminology that I encounter on a daily basis. This will also include prescription drugs and medical procedures which are new to me. (I completed the medical terminology course at CSB)
<p>Goal #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work. (Required goal, cannot be changed)</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 2a. Develop skills related to death and dying. Complete outside reading and reflect on articles in journal. 2b. Develop a working knowledge of the philosophy and principles of patient and family centered care and skills to assist siblings, young adults, and families during high stress times. Include examples of competency in journal entries. 2c. Increase understanding of communication styles and practice effective communication skills and strategies in supporting and advocating for the needs of children and families. Reflect on positive strategies I witness from my hospital mentor or other staff members in my journal.
<p>Goal #3: To understand more about working with children and have a better understanding of their psychological development.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 3a. I will ask my faculty moderator for several suggestions of professional journals or books regarding children at risk for problems with social and emotional developments. 3b. I will choose and read one of the recommendations by the middle of the term. 3c. I will meet with my site supervisor to discuss differences and effectiveness in the techniques I read about by the end of my internship. 3d. I will present my findings at Scholarship and Creativity Day.
<p>Goal #4: Student will observe and engage in group and family therapy at the work place.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 4a. I will be active in learning more about the family through taking notes and come in with knowledge ahead of time about what to expect.
<p>Goal #5: To apply skills and knowledge I have gained as a gender studies minor, as well as deepen knowledge, to bring a new and progressive perspective to my work with staff and youth.</p>	<p>Tasks Required to Achieve the Goal:</p> <ol style="list-style-type: none"> 5a. I will research more about gender differences and similarities when it comes to the youth I will be working with. While working, I will also gain more knowledge as well by taking notes and talking with the psychologist there about gender.
<p>Faculty Moderator Means of Evaluation: Your faculty moderator will assign the means of evaluation which <u>must</u> include either a weekly reflective journal or a final paper.</p>	