

# HOW TO WRITE LEARNING OBJECTIVES

## INSTRUCTIONS FOR DRAFTING MEASURABLE GOALS

### PART 1: WHAT DO I HOPE TO LEARN?

#### QUESTION

What are four\* things you will learn to do or be able to improve upon through this internship?

#### DIRECTIONS

Each objective should include an *action verb*<sup>1\*\*</sup> and a *noun*<sup>2</sup> along with any clarifying information.

*\*You may want to write more than four depending on your internship responsibilities*

*\*\*Need help coming up with action verbs? Check out the table on the last page of this worksheet.*

#### EXAMPLES

- Learn how to *analyze*<sup>1</sup> *statistical data*<sup>2</sup> in MS Excel...
- Learn how to *inventory*<sup>1</sup> and *catalog*<sup>1</sup> *artifacts*<sup>2</sup>...
- Learn how to *market*<sup>1</sup> *events*<sup>2</sup>...

### PART 2: HOW WILL I LEARN IT?

#### QUESTION

What will you need to do to learn each of the things you outlined in PART 1?

#### DIRECTIONS

Add details about how your internship is going to help you to be able to accomplish these tasks. This could include observing professional staff, participating in trainings, conducting independent research, etc. Once again, this will include an *action verb*<sup>3</sup> and a *noun*<sup>4</sup>.

#### EXAMPLES

- Learn how to analyze statistical data in MS Excel by *participating*<sup>3</sup> in an *Excel training course*<sup>4</sup>.
- Learn how to inventory and catalog artifacts by *reviewing*<sup>3</sup> the *office's cataloging process and procedures*<sup>4</sup> and *practicing*<sup>3</sup> with *professional staff*<sup>4</sup>.
- Learn how to market events by *researching*<sup>3</sup> *best practices*<sup>4</sup> for marketing events to a target audience through social media.

### PART 3: IN WHAT WAYS IS IT MEASURED?

#### QUESTION

How will you be able to prove that you have learned the new skills you set out to learn in PART 1 and PART 2?

#### DIRECTIONS

Add details about *what you will do*<sup>5</sup> to demonstrate this knowledge. There is no formula here; this could be a project you turn in to your supervisor for review, a task that you complete during your internship, etc.

#### EXAMPLES

- Learn how to analyze statistical data in MS Excel by participating in an Excel training course. *By the conclusion of the training, I will be able to analyze data collected through customer satisfaction surveys and report my findings to my supervisor*<sup>5</sup>.
- Learn how to inventory and catalog artifacts by reviewing the office's cataloging process and procedures and practicing with professional staff. *By the end of the internships, I will be able to catalog artifacts on my own under the supervision of the Director*<sup>5</sup>.
- Learn how to market events by researching best practices for marketing events to a target audience through social media. *I will use this knowledge to coordinate the social media marketing plan for the annual lecture series*<sup>5</sup>.

Modified from *St. Mary's College of Maryland*

