

Penn State Berks Internship Learning Objectives

Student Name: Sam T. Sample Date: \_\_\_\_\_  
 Site Supervisor: Casey B. Boss Fax: \_\_\_\_\_  
 Organization: Whatever Company, Inc. Email: \_\_\_\_\_  
 Internship Position Unpaid Intern Work \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Business Program Goals**

- GOAL One:** Students will apply appropriate measurement techniques, apply statistical techniques and analyze information pertaining to business applications.
- GOAL Two:** Students will demonstrate knowledge and application of contemporary business practices (e.g. Negotiation, Project Management)
- GOAL Three:** Students will be able to effectively communicate.
- GOAL Four:** Students will understand ethical principles and ramifications as they apply to business situations.
- GOAL Five:** Students will demonstrate ability to work with diverse populations especially within a team environment.
- GOAL Six:** Students will demonstrate ability to use appropriate business, statistical, and office software applications.

**Instructions:** The intern and supervisor should develop a list of 6-10 learning objectives for the internship. The objectives should be sufficiently specific to allow the supervisor to evaluate the intern's achievement of the objective by the end of the internship. For each objective, please indicate the relevant goal or goals that pertain to the objective. For example, "The intern is expected to create a functional Excel spreadsheet in order to report on sales-related activity." This objective would satisfy Goal 1- Measurement & Analysis Techniques; Goal 3- Effective Communications and Goal Six- Applications. The intern and supervisor should sign the completed form. The intern should then meet with the BA 495A Instructor for final approval.

		Learning Goal (s)
<u>Objective 1</u>	<u>Intern should understand the overtime procedure and be able to effectively communicate overtime data with employees.</u>	1,2,3,4,5
<u>Objective 2</u>	<u>The intern will coordinate the quote for printing, shipping, installation, &amp; hanging of the Fall 2009 Billboard Vinyl.</u>	1, 2, 6
<u>Objective 3</u>	<u>Communicate corporate changes and monthly performance analysis to fellow employees and managers. Devise goals to improve performance if necessary.</u>	3,5
<u>Objective 4</u>	<u>Learn how to execute a successful client appreciation event</u>	2,3,5
<u>Objective 5</u>	<u>On a weekly basis review and update bank rate sheet which contains all other banks interest's rates compared to our own.</u>	1,3,6

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<p><u>Objective 6</u></p>	<p>Introduction to buying. Learn the basics of buying through outlets such as sitting with members of the leadership team who will touch on ethics, and history of our company in regards to the buying discipline.</p>	<p>2, 4</p>
<p><u>Objective 7</u></p>	<p>_____</p> <p>_____</p>	
<p><u>Objective 8</u></p>	<p>_____</p> <p>_____</p>	
<p><u>Objective 9</u></p>	<p>_____</p> <p>_____</p>	
<p><u>Objective 10</u></p>	<p>_____</p> <p>_____</p>	

Student Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_