

# Western Nebraska Community College Career Assistance and Internship Center

## Internship Performance Objectives

Performance objectives are a set of statements which describe what you intend to accomplish during your internship. Consider the following when setting up your objectives:

1. Is it reasonable? (Not too hard or too easy)
2. Is it achievable? (Can it be completed during the time frame of the internship?)
3. It is measurable? (How will you know when you are through?)

Please establish a minimum of 2 objectives per credit hour of internship, keeping in mind what your supervisor and academic advisor expect that you will learn from this experience. Students have one week from first day of work to discuss objectives with onsite supervisor and faculty advisor. Faculty advisor, onsite intern supervisor and Career Center Director will approve a rough draft of objectives. Students will arrange a meeting with the faculty advisor, onsite intern supervisor and the Career Center Director to discuss and finalize objectives no later than the second week. Student will type final copy of objectives and submit one copy to faculty advisor, onsite intern supervisor and Career Center Director by the end of the third week. Objectives need to be typed and in the following format:

Performance Objectives  
Student's Name

1. Objective:  
How:  
Measurement:

FOR EXAMPLE:

2. Objective: I will learn the eating habits and dietary requirements of the zoo animals.  
  
How: I will learn from the Zoo professionals, keep a notebook on the animals and their diets, and do research in appropriate journals and books.  
  
Measurement: By the end of the internship I will be able to feed the animals with minimal supervision, inform others of their diets and my supervisor will evaluate me on this objective.