

Hostos Community College
Career Services Office
Internship Program

Setting Goals and Identifying Learning Objectives

The Hostos Community College, Career Services Office supports students seeking internships by helping them prepare for and succeed in professional development opportunities. As you begin your internship/field experience, a critical first step is identifying your goals and learning objectives.

Thinking through what you want to get of your internship will help you choose the right internship site, prepare you to interact with potential supervisors, and help you make the most of your experience.

You should set three learning objectives for your internship.

The Career Services office and your department faculty are available to talk through your internship learning objectives and goals, and help you identify what matters most to you and your long-term professional growth. To get your thinking started, here is Hostos' list of objectives students may accomplish during internship.

**The following objectives are recommendations from the Career Services survey administered to Faculty and Employers as part of the Internship program enhancements.*

- Key skills to grow:
 - Workplace etiquette – being aware of what's appropriate to wear to work, being on time, learning organizational culture, and conducting yourself in a professional manner.
 - Team work – working well with colleagues to complete assignments and share information is core to your success in the workplace.
 - Interpersonal communication - interacting with professional colleagues is different than interacting with your friends and family, and should be clear, direct, and polite.
 - Problem solving – proactively working through something you haven't done before or a challenge that presents itself, and collaborating with colleagues to get help when you need it.
 - Written communication – practicing written communication in the workplace from emails to memos, reports to newsletters.

- Bigger picture objectives:
 - Gain an understanding of how to create professional relationships and build a network
 - Take time to reflect and increase your awareness of your strengths, weaknesses, and areas of personal growth
 - Expand upon your classroom learning with hands-on experience
 - Build confidence in your abilities
 - Practice completing assignments and managing time in a work setting
 - Learn about longer-term career path or interest
 - Receive mentorship from a supervisor or colleague

Once you have set your internship goals, reflect on them throughout your experience and see how much progress you are making in each area. As you go, consider what available support or resources may help you achieve your goals.