



# OGLETHORPE

CAREER DEVELOPMENT

## INTERNSHIP FOR CREDIT

### LEARNING OBJECTIVE BRAINSTORMING WORKSHEET

Learning objectives are the goals you have related to what you would like to learn and develop in your internship. Use this worksheet to brainstorm the kinds of skills you would like to use or develop (i.e., skills that would most benefit you and further your career goals). Included below are examples from OU student internships.

#### JOB DESCRIPTION

Through this internship, the student will conduct literature reviews on public health topics related to child development and developmental disabilities, assist with public health research activities, explore the role of health disparities in developmental disabilities, and assist with public health communication efforts. In addition to working with the primary mentor, the student will also interact with team members and have the opportunity to learn about the experience of a range of public health experts.

CDC

#### POTENTIAL OBJECTIVES

- Learn how to conduct a thorough literature review
- Become aware of current research on child development and its applications
- Develop effective communication skills within a research team
- Learn how to best disseminate public health information to the public

#### JOB DESCRIPTION

The program offers a combination of clinical exposure to a pediatric population and clinical administrative opportunities. Students gain clinical experience by observing and taking part in clinical intakes, observing psychological testing and learning some scoring, learning to write a clinical narrative, assisting with writing articles for the P3 blog, learning about insurance verification and prior authorization, and other administrative tasks (confirming appointments; notifying parents when evaluations are completed; faxing records, etc.).

Peachtree Pediatric Psychology

#### POTENTIAL OBJECTIVES

- Learn best practices in interacting with pediatric clients and their caregivers
- Learn what administrative and clinical skills are required to run a pediatric practice
- Develop the ability to score psychological tests
- Practice professionalism by protecting patient confidentiality

#### JOB DESCRIPTION

The internship will involve assisting the tax department with organizing client tax return documents. The intern will learn about common errors that occur when preparing tax filings and will be trained to identify such errors on returns prepared by tax professionals for clients in a broad range of industries. The intern will receive timely feedback so that they will be able to improve their ability to identify flaws related to tax return prep. By the end of the internship, the intern will know how to complete a basic tax filing and will be given the opportunity to prepare tax filings for clients.

Fricke and Associates

#### POTENTIAL OBJECTIVES

- Learn the process of filing a tax return from beginning to end
- Develop analysis skills and understand best practices with filing returns
- Expand network of professional contacts in the accounting field
- Practice attention to detail and receiving feedback professionally

# COMPETENCIES AND SKILLS

Below are some competencies and skills you may work to develop during your internship experience.

## COMMUNICATION

- speaking
- writing
- presenting
- persuasion (sales)
- customer service
- interpersonal
- teamwork
- leadership
- listening

## PROJECT-RELATED SKILLS

- research
- analysis
- organization
- time management
- teamwork
- multiple task coordination
- initiative
- adaptability
- project completion

## COMPUTER/TECHNOLOGY SKILLS

- specific hardware/software applications
- social media
- understand how certain technologies are used in specific industries/companies
- achieve certification in a specific technical area

## SPECIFIC SKILL-BUILDING

- improve skills, confidence, competency in specific areas relates to your academic major or particular area of career interest

## PROFESSIONAL BEHAVIOR/KNOWLEDGE

- learn employer expectations for workplace behaviors
- gain knowledge of a specific company/industry
- relate classroom learning to its applications in the workplace
- learn specific common job functions such as: marketing, management, customer service, accounting, security, PR, production, design, training, patient care, IT, research

## EMPLOYABILITY ENHANCING ACTIVITIES

- gain experience to add to your resume
- expand your network of company or industry contacts
- earn a job reference to vouch for your performance

