

**XPD – Experience & Professional Development**

**Examples of Learning Objectives,  
Learning Activities, and Strategies for  
Evaluation by Major**

[Accounting](#)

[Biology](#)

[Communication](#)

[Environmental Studies](#)

[Global Business Leadership](#)

[Psychology](#)

***\*\*Please note that the “Strategies for Evaluation of Learning” sections will largely be faculty-driven\*\****

# Accounting:

<p><b>Learning Objective #1:</b> Student will demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.</p>	<p><b>Learning Activity #1:</b> 1a. I will assist with step-by-step procedures involved in an Audit for the firm from start to finish.</p> <p>1b. List five skills I possess as an Accounting Major that I want to apply during my internship. Review my list of skills every week and discuss in my journal how they are being used in the workplace.</p> <p>1c. Discuss the projects I am working on with my site supervisor at our weekly meetings and ask for feedback on ways that I might improve my work.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> 1a. Create a portfolio of all my work that I reflect on in at least one journal entry at the end of the semester.</p> <p>1b. Write one journal entry per week discussing a specific skill I used.</p> <p>1c. Reflect on meetings in my journal and keep a checklist of how well I am meeting standards set by my site supervisors and those listed in this contract.</p>
<p><b>Learning Objective #2:</b> Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.</p>	<p><b>Learning Activity #2:</b> 2a. I will spend one week observing the functions of various departments (Audit, Risk Management, etc.).</p> <p>2b. I will conduct informational interviews with managers in each department.</p> <p>2c. At the outset of the internship, I will prepare a list of knowledge and skills I believe I will gain/deepen as a result of my internship. Each week I will reflect on the <i>actual</i> knowledge and skills I gained/deepened during the week.</p>	<p><b>Strategy for Evaluation of Learning #2:</b> 2a. Write a brief description of each department and what I've observed as well as my thoughts on the interviews that I conducted with the department managers.</p> <p>2b. See 2a.</p> <p>2c. Write one journal entry per week regarding the new skill I obtained, or knowledge gained as a result of the internship.</p>
<p><b>Learning Objective #3:</b> I would like to improve my written and oral communication skills.</p>	<p><b>Learning Activity #3:</b> 3a. I will select a business communication book and select one topic per week to practice in action.</p> <p>3b. I will seek out opportunities to enhance oral communication skills by observation and practice.</p> <p>3c. If I have questions about the phrasing of an email or about communications in general, I will ask my boss for input.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> 3a. I will write a journal entry each week regarding the business communication topic I practiced.</p> <p>3b. Each week I will write a journal entry discussing the oral communication skills (and failings) I either observed in practice or was able to conduct myself.</p> <p>3c. At the end of the semester, I will write a 1-2 page reflection on what I learned and how I improved my communication skills.</p>
<p><b>Learning Objective #4:</b> I want to explore and test a career in public accounting (specifically auditing), and to gain experience working in the professional world.</p>	<p><b>Learning Activity #4:</b> 4a. I will meet once a month with someone who works in various aspects of the auditing profession (such as risk management, auditing, forensic accounting services, etc.) to learn about (1) what services that discipline provides, (2) the skills necessary to work in that discipline and (3) potential career paths to gather the necessary knowledge and experience to succeed in that discipline.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> 4. I will reflect in my weekly journal on the results of these meetings, and at the end of the internship, I will summarize what I learned about career options in public accounting (specifically auditing) and what plans I will make to shape my career accordingly.</p>

<p><b>Learning Objective #5:</b> I want to increase self-confidence in work situations.</p>	<p><b>Learning Activity #5:</b> 5a. I will determine areas where I have struggled with during my internship. After this, I will talk with my boss to help me develop strategies to overcome these problems. 5b. Each week I will find a different podcast to listen to on self-confidence in the workplace. I will attempt to practice one technique from each podcast during the week, and I will also practice techniques I learned in earlier weeks.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> 5a. Write a journal entry for every time I attempt to implement one of our strategies reflecting on how well implementation worked and whether or not I would like to revisit working on this skill in the future. 5b. I will maintain a cumulative list of the ideas I learn from the podcast and notes on how I applied them. I will submit this list as part of my final internship reporting.</p>
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## Biology:

<p><b>Learning Objective #1:</b> Student with demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.</p>	<p><b>Learning Activity #1:</b> 1. Demonstrate how specific course knowledge from biology and environmental studies courses can be applied in the field while surveying stream habitats. Use knowledge for identification of organisms as well as broader understanding of stream ecosystems. Cross reference field notes with course notebooks to find areas of overlap.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> 1. Note in my journal situations where I was able to utilize course knowledge in the field. Examples would be identifying organisms or assessing energy flow in a stream ecosystem.</p>
<p><b>Learning Objective #2:</b> Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.</p>	<p><b>Learning Activity #2:</b> 2. Show how the DNR stream habitat survey work helps to solidify concepts outlined in courses and textbooks.</p>	<p><b>Strategy for Evaluation of Learning #2:</b> 2. Keep notes of stream habitat cases and record in my journal situations where I was able to learn new, pertinent information to biology and environmental studies coursework.</p>
<p><b>Learning Objective #3:</b> To learn techniques that are used to help people maintain a healthy diet and exercise routine.</p>	<p><b>Learning Activity #3:</b> 3a. I will read three different journals on healthy eating habits, taking notes on tips I would like to try.  3b. I will discuss with my supervisor a method to encourage others in my workspace to try my top three healthy eating habits.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> 3. Create a presentation, put up signs in the breakroom, or institute a healthy eating challenge every week. I will discuss with my supervisor what options are available to me.</p>
<p><b>Learning Objective #4:</b> To discover my strengths and weaknesses when communicating with others.</p>	<p><b>Learning Activity #4:</b> 4a. At the beginning of my internship. I will ask my supervisor for former case notes so that I can study previous situations.  4b. During my internship, I will observe and take notes on how my boss handles different interactions with clients.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> 4. Role-play different scenarios with my site supervisor to figure out how I would respond appropriately.  4b. Reflect in my journal on how my interactions with clients can be improved by comparing and contrasting my responses in the role-play scenarios with my boss' responses to clients' situations.</p>

<p><b>Learning Objective #5:</b> To observe how the physician interacts with his patients to establish a relationship and what strategies are successful in determining the history of present illness.</p>	<p><b>Learning Activity #5:</b> 5a. Student will observe how the physician approaches patients and how he or she develops a trusting relationship.  5b. Student will observe the amount of time it takes a physician to receive a history.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> 5. I will write a 1-2 page reflection on a technique or techniques that the physician used to build trust with a client.</p>
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## Communication:

<p><b>Learning Objective #1:</b> Student will demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.</p>	<p><b>Learning Activity #1:</b> 1. List five skills I possess as a COMM major that I want to apply during my internship. Review my list of skills every week and discuss in my journal how they are being used in the workplace.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> 1a. As part of my weekly journal, note which skill I used most and/or worked on and how it was helpful, or I improved.  1b. Complete final reflective, research paper that incorporates theories and concepts from what I have learned in my COMM courses up to this point that I've witnessed at my internship site.</p>
<p><b>Learning Objective #2:</b> Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.</p>	<p><b>Learning Activity #2:</b> 2a. Create written content for my internship site that will reinforce my understanding and hone my skills in writing learned in the classroom.  2b. I will draft social media posts for the company's Facebook page twice a week regarding techniques related to "advertising the brand" I learned COMM classes.</p>	<p><b>Strategy for Evaluation of Learning #2:</b> 2. During the Site Visit report in to my Site Supervisor and Faculty Moderator on the effectiveness of my social media efforts, and if necessary, ask for suggestions on improving the plan.</p>
<p><b>Learning Objective #3:</b> Develop my interpersonal skills in a setting that promotes the organizations goals and spreads their message.</p>	<p><b>Learning Activity #3:</b> 3. I will table at events (art fairs, farmers markets, etc.) in order to inform various public groups about the coalition and attend events put on by them.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> 3. As part of my weekly journal, I will dedicate a section to writing about the events that I attend and whether or not they were beneficial in developing interpersonal skills.</p>

<p><b>Learning Objective #4:</b> To gain a clearer understanding of the specific skills and personal characteristics needed to be successful in a career in media production and development.</p>	<p><b>Learning Activity #4:</b> 4. I will write pieces throughout the semester keeping track of what I have been involved in and how the skills I've developed can be applied elsewhere. Also, I will apply my studies to face-to-face interactions with the coalition's public.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> 4. Creation of a final portfolio of work that I will submit to my faculty moderator by the end of the semester.</p>
<p><b>Learning Objective #5:</b> To understand my role as a potential agent of change as well as my ability to have a positive impact in the industry as well as other organizations that I am a part of.</p>	<p><b>Learning Activity #5:</b> 5. I will communicate efficiently about new ideas I may have with my boss. I will try to ask questions whenever I don't understand.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> 5. As a part of my final portfolio, I will dedicate a section to ideas for improvement that I have developed and implemented throughout the semester.</p>

# Environmental Studies:

<p><b>Learning Objective #1:</b> Student with demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.</p>	<p><b>Learning Activity #1:</b> 1. Use my knowledge from ENVR 225 and other classes to help create an Agriculture Track.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> 1a. Reflect in my journal about how the Agriculture curriculum relates to the issues I learned about in ENVR 225.  1b. Use the format of my Research Colloquium in order to do research for my internship program.</p>
<p><b>Learning Objective #2:</b> Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.</p>	<p><b>Learning Activity #2:</b> 2a. Research Mixed Use Development and deepen my understanding of sustainable development.  2b. I will choose one of the 3 issues and research local action to solve said issue.</p>	<p><b>Strategy for Evaluation of Learning #2:</b> 2a. A month into my internship, I will write down 3 environmental justice issues I notice in Minneapolis.  2b. Before the end of the internship, I will identify ways the organization could solve or participate in a solution. I will create an implementation plan with my boss.</p>
<p><b>Learning Objective #3:</b> To discover new careers within environmental studies and gain new knowledge for my future career.</p>	<p><b>Learning Activity #3:</b> 3a. I will spend some time looking for employment opportunities related to the Environmental Studies on Handshake.  3b. Because I am passionate about the forest service in the US, I will focus research on forestry protection in MN ad surrounding states.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> 3a. In my journal, I will dedicate at least two entries to interesting employment opportunities that I found while on Handshake.</p>
<p><b>Learning Objective #4:</b> To learn more about sustainability in the workforce and how I can help other places be more sustainable.</p>	<p><b>Learning Activity #4:</b> 4. I will learn more about sustainable mining, how to develop sustainably, and how businesses can act with greater care and an increased awareness of the natural world.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> 4. I will reflect in my journal on sustainability efforts in a larger field, like mining, and then reflect on how I see the company working to help promote sustainability in this area if applicable.</p>
<p><b>Learning Objective #5:</b> To gain a better understanding of myself as an individual in regard to weaknesses and strengths relating to the area involved in the internship.</p>	<p><b>Learning Activity #5:</b> 5. I will use this internship opportunity to ask questions when I am confused. I will talk with my boss about my strengths and weaknesses and how I can work on my weaknesses.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> 5a. I will take the Strengths finder test at the beginning of my internship.  5b. I will discuss with my site supervisor throughout the semester what the best strategies for making use of my strengths are.</p>

# Global Business Leadership:

<p><b>Learning Objective #1:</b> Student will demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses. Students will gain experience in serving clients and stakeholders in a complex and dynamic internal and external context.</p>	<p><b>Learning Activity #1:</b> 1a. Assist financial analysts in the step-by-step procedures involved in their work and finish at least one project from start to finish.  1b. List out 3 or more tools taught in GBUS 210, 220, 230, or 240 that I would like to practice. Ask my supervisor if I could work on a project every month that focuses on using one of the tools on my list.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> <b>Canvas Based Written Assignments Addressing the Following Topics – 5 points each/Class Meetings or Discussion Engagement – 5 points each:</b> Assignment 1: Vision, Mission, Values &amp; Organizational Culture Assessment Paper (3 pages) Assignment 2: Trend Analysis – Research and Top 10 Trend Report Assignment 3: Internal Analysis – Assessing the Organization Business Model and plotting to the Business Model Canvas And Target Customer Segment Research Summary</p> <p><b>Also assessed in Final Paper – 5-8 pages</b> <b>Topics to be addressed:</b></p> <ul style="list-style-type: none"> <li>• Internship Overview</li> <li>• “My Understanding of Business is Different Because...”</li> <li>• Organizations in a Diverse and Global Context</li> <li>• Portfolio</li> </ul> <p>Addendums – Letter of recommendation, LinkedIn activities</p>
<p><b>Learning Objective #2:</b> Student will grow in their understanding of global contextual factors within and organization. Students will contemplate the global implications of stakeholders (such as geography of clients, suppliers, regulations) as well as the diversity of the organization’s workplace, clients and other key stakeholders.</p>	<p><b>Learning Activity #2:</b> 2a. Spend a day observing process and function of each department (operations, accounting, financial reporting, valuations, and investor services), and record in my journal which department I would prefer to work in/with and why. Maintain confidentiality at all times.  2b. Utilize ratios, formulas, and other financial methods learned through my global business curriculum to help develop my understanding of the industry.</p>	<p><b>Strategy for Evaluation of Learning #2:</b> <b>Canvas Based Written Assignment Addressing the Following Topics – 5 points each/Class Meetings or Discussion Engagement – 5 points each:</b> Assignment 4: Globalization – Fostering a Global Mindset Reflection &amp; Diversity and Inclusion – Diversity Reading and Reflection to Organization Observation</p>
<p><b>Learning Objective #3:</b> Student will observe (and as possible, practice) leadership theory in an organizational setting and grow in his/her personal leadership awareness and strengths.</p>	<p><b>Learning Activity #3:</b> 3a. Take notes on how my supervisor solves problems and strategizes methods for projects. Create a list of tips regarding problem solving and strategizing for projects throughout the internship.  3b. Participate in all in-service workshops and note in my journal a summary of what I learn.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> <b>Canvas Based Written Assignments Addressing the Following Topics – 5 points /Class Meetings or Discussion Engagement – 5 points:</b> Assignment 5: Read the Strengths Based Leadership Book, Complete Strengths Based Leadership Assessment, Strengths Discussion with Supervisor and Reflection, Guided Leadership Reflection – Gallup Research – Why People Follow</p>

<p><b>Learning Objective #4:</b> Student will practice written, verbal, and non-verbal communication practices in formal and informal business settings and develop organizational skills to manage time and work priorities.</p>	<p><b>Learning Activity #4:</b> 4a. Before my internship, I will take a communication test, to better understand my preferred methods of communicating. When I begin my internship, I'll be sure to talk about preferred communication styles with my supervisor and other colleagues.  4b. Read a book or article on time management and organization.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> <b>Canvas Based Written Assignments Addressing the Following Topics – 5 points /Class Meetings or Discussion Engagement – 5 points:</b> Assignment 7: Best Practices and Challenges in Business Communication  <b>Also assessed in Final Paper – 5-8 pages</b> <b>Topics to be addressed:</b></p> <ul style="list-style-type: none"> <li>• Internship Overview</li> <li>• “My Understanding of Business is Different Because...”</li> <li>• Organizations in a Diverse and Global Context</li> <li>• Portfolio</li> </ul> <p>Addendums – Letter of recommendation, LinkedIn activities</p>
<p><b>Learning Objective #5:</b> Student will explore professional career paths and possibilities within a select industry setting and learn to develop and maintain a professional network.</p>	<p><b>Learning Activity #5:</b> 5a. Network within the company to create professional relationships as well as outside of the company weekly to build a professional network.  5b. Complete five informational interviews with various department heads and a human resources manager to learn more about the expectations of a professional in this career.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> Canvas Based Written Assignments Addressing the Following Topics – 5 points /Class Meetings or Discussion Engagement – 5 points: Assignment 6: Individual Business Read, Book Summary Prompt Responses and Additions to Reading List Assignment 7: Draft Personal Letter of Recommendation Exercise (for self) &amp; Best Professional Advice Reflection  <b>Also Addressed in Final Paper – 5-8 pages</b> <b>Topics to be addressed:</b></p> <ul style="list-style-type: none"> <li>• Internship Overview</li> <li>• “My Understanding of Business is Different Because...”</li> <li>• Organizations in a Diverse and Global Context</li> <li>• Portfolio</li> </ul> <p>Addendums – Letter of recommendation, LinkedIn activities</p>



# Psychology:

<p><b>Learning Objective #1:</b> Student will demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.</p>	<p><b>Learning Activity #1:</b> 1a. Complete daily journal entries to document my accomplishments and experiences. I will share these entries with my faculty moderator at the end of each week.  1b. Include a journal reflection each week detailing how a child life situation correlates to a psychological theorist. Example: A baby in the NICU may need parental involvement in order to positively develop Erickson's trust vs mistrust stage.</p>	<p><b>Strategy for Evaluation of Learning #1:</b> 1a. My faculty moderator will read through my reflections and logs and will provide a grade on the depth and progress of these reflections over the course of the internship.  1b. Keep a log of medical terminology that I encounter on a daily basis. This will also include prescription drugs and medical procedures which are new to me. (I completed the medical terminology course at CSB)</p>
<p><b>Learning Objective #2:</b> Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.</p>	<p><b>Learning Activity #2:</b> 2a. Develop skills related to handling death and dying sensitively. Complete outside reading and reflect on articles in journal.  2b. Develop a working knowledge of the philosophy and principles of patient and family centered care and skills to assist siblings, young adults, and families during high stress times. Include examples of competency in journal entries.  2c. Increase understanding of communication styles and practice effective communication skills and strategies in supporting and advocating for the needs of children and families. Reflect on positive strategies I witness from my hospital mentor or other staff members in my journal</p>	<p><b>Strategy for Evaluation of Learning #2:</b> 2a. Write one reflection on the outside reading and the impact it had on my "bedside manner" afterword.  2b. Role-play two scenarios with my faculty moderator at the end of my internship, one as the psychologist speaking with the patient, and one as the psychologist speaking to the family. These two sessions will demonstrate what I have learned about communication styles.</p>
<p><b>Learning Objective #3:</b> To understand more about working with children and have a better understanding of their psychological development.</p>	<p><b>Learning Activity #3:</b> 3. I will ask my faculty moderator for several suggestions of professional journals or books regarding children at risk for problems with social and emotional developments. I will choose and read one of the recommendations by the middle of the term.</p>	<p><b>Strategy for Evaluation of Learning #3:</b> 3. Present at Scholarship and Creativity Day on the different effective methods of working with children on social and emotional developments.</p>
<p><b>Learning Objective #4:</b> Student will observe and engage in group and family therapy at the work place.</p>	<p><b>Learning Activity #4:</b> 4. I will be active in learning more about the family through taking notes and preparing myself before appointments.</p>	<p><b>Strategy for Evaluation of Learning #4:</b> 4. Provide my faculty moderator with some of my notes from appointments at the end of the semester. Hopefully my notes will demonstrate how I have grown and what I have learned at my internship.</p>
<p><b>Learning Objective #5:</b> To observe how the physician interacts with his patients to establish a relationship and what strategies are successful in determining the history of present illness.</p>	<p><b>Learning Activity #5:</b> 5. I will research more about gender differences and similarities when it comes to the youth I will be working with. While working, I will also gain more knowledge as well by taking notes and talking with the psychologist there about gender.</p>	<p><b>Strategy for Evaluation of Learning #5:</b> 5. I will write at least one journal entry on the role of gender in care of different patients after discussing it with my site supervisor.</p>