

Description for Credit and Learning Objective Form

Description for Credit			Percent (%) of Time
Please provide us with a brief job description broken down by percentages so we will have a better understanding of your duties. If you are having problems filling out the form please ask your supervisor for assistance. Describe specific job responsibilities/duties, <u>listing the most important first</u> . Use a separate statement for each responsibility. Most positions can be described in 6-8 major responsibility areas . Combine minor or occasional duties in one last statement. Remember that your internship assignment <u>MUST</u> be related to your major in order to receive credit.			25% 25% 20% 20% 10%
			100%
LIST MOST IMPORTANT DUTIES FIRST			Percent (%) of Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Perform other job related duties as assigned.			

Learning Objectives

Please answer the questions listed below to the best of your ability.

1. What do I want to learn or do?

2. How am I going to learn it and what resources will I use?

3. How will I show what I have learned?

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____