Rockwell Career Center
BAUER COLLEGE OF BUSINESS

Description for credit and Learning Objective Form

JOB Description	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 help. Describe specific job responsibilities/duties, listing the most important first. 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 **MUST** 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 I learned it?

Student Signature:_____

Employer Signature:_____