

HOW TO REGISTER YOUR INTERNSHIP USING HAWK'S HUNT ON-LINE METHOD

To complete the on-line learning contract you will need your employer and/or supervisor's contact information including supervisor's name, employment address, telephone number and email address. You will also need your job description. If your job description is in electronic form you will be able to copy and paste it into the job description field. Otherwise, you will have to type it. Make sure your description is accurate and professionally written as your employer will be reviewing it as submitted.

You will be asked to state learning objectives as part of your learning contract. Please refer to the back of this page for a refresher on drafting learning objectives. You may be asked to rewrite poorly written objectives, which will delay your application approval.

Please note: If you close the electronic learning contract before you have completed all required fields, your work will be lost and you will have to start over again. Make sure you have all the information you need before you start typing and that you have permission from a full-time faculty member within your major to sponsor you for the internship before you start the online process!

1. Go to <http://ccpd.rwu.edu> click Hawk's Hunt-Student option at bottom of homepage. At the log-in page, enter your username and password. Your user name is everything in your RWU email address to the left of the @ sign. If you have not changed your password, it is your student ID number.
2. Click **Start Internship Registration** icon located on your Hawks Hunt homepage. If you are having trouble with the icon going to next page please call the Center for Career & Professional Development at 401-254-3327
3. Select the appropriate internship term (or semester) from the dropdown menu. Click the **click here** link. Click **continue**.
4. The **Learning Contract** form will open. Complete the form. All fields with red asterics must be completed.
5. **E sign and date the form**. Skip the the **Documentation** section regarding uploading your paper. You will return to this section at the end of your internship to submit your paper.
6. **Click finish**.

What happens next?

Your electronic learning contract will automatically be submitted to Center for Career & Professional Development to initiate the approval process. The approval process is as follows and happens automatically in a cascading fashion. An email request for approval is sent to...

1. **International or Study Abroad students** – Intercultural Center or Study Abroad office for approval 
2. **Employer** – internship site supervisor for confirmation of job description 
3. **Faculty Sponsor** – Your chosen full-time professor, teaching within your major for approval 
4. **Internship Advisor** – Your internship advisor approves your internship application and sends an email to you asking you to set up a meeting to complete the Registrar's add/drop form.

You deliver the add/drop form to the Registrar. After a week or so, check your student schedule on MyRWU to confirm your internship has been officially added to your schedule.

****Please keep in mind that you have until the add/drop deadline of regular classes to also register for your internship****

DRAFTING LEARNING OBJECTIVES

What is a learning objective?

Learning objectives are clear, concise, narrow statements indicating particular knowledge or skill the student is expected to achieve. A well-constructed learning objective includes an explanation of how the objective will be accomplished (in what specific activities will the student engage in order to master the objective), and a means by which mastery of the knowledge or skill taught is measured.

Examples:

Learning Goal: Successfully write a publishable press release.

Means of Accomplishment: If writing a press release is not already assigned to me, I will: request the opportunity to write one. Research and seek advice on how to write press releases from co-workers and faculty. Write the press release. Have my supervisor review and edit drafts until it is in publishable form.

Means of Measurement: Employer publishes/uses press release or indicates that it could be used. Press release is added to appendix of student report.

Why have learning objectives?

Drafting learning objectives requires you to think about what you would like to gain from your internship. Focusing on specific objectives allows you to better understand and prepare for your work experience. The old saying, "If you don't know where you are going you will probably end up somewhere else" is especially applicable to interns. With no goals or objectives to guide you, you will wander through your work experience hoping that you will learn something of value in the process. And you probably will. But you may not. Drafting learning objectives will give you a road map. Trying to achieve your objectives encourages you to take an active part in the direction your co-op or internship takes. Addressing your success (or failure) in accomplishing your objectives will also give your paper substance and academic credibility.

How do I write a learning objective? Where do I begin?

You may want to start by asking yourself, "What do I want to know at the end of this work experience that I didn't know at the beginning?" The answer to this query may result in a goal rather than a learning objective. If your answer is too broad, analyze your goal statement until you have determined concrete steps, observable, measurable actions, which would lead to attaining it. These steps will become your objectives. If you have one, a job description is often a good resource for developing objectives. You will have the advantage of knowing what you are likely to learn since the duties outlined are what the employer expects you to do.

Here are some different areas of knowledge you may want to consider when creating your learning objectives.

LEARNING OBJECTIVES:

1. Objectives to promote functional learning:

For example, objectives addressing the acquisition of specific and general skills related to the student's area of study and objectives relating to the application of classroom theory to workplace assignments, etc.

2. Objectives to promote organizational understanding:

For example, objectives addressing how and why the organization is structured the way it is, the organization's mission statement, how decisions are made within the organization, management style, issues of concern to the organization, competition comparisons, how the student's work activity fits into the big picture, etc.

3. Objectives to promote behavioral understanding:

For example, objectives addressing the development of appropriate professional behavior with peers, supervisors, co-workers, customers, clients, etc. Objectives addressing the acquisition of knowledge and skill regarding effective communication within the organization, protocol, conflict resolution, tact, discretion, confidentiality, decision making and problem solving, effectively operating in the organization's political climate, the student's response to supervision, etc.

4. Objectives to promote professional growth:

For example, objectives addressing the acquisition of knowledge concerning the professional field, specific professional conduct expectations, ethics, professional standards, continuing education requirements, professional journals and other literature, professional organization, etc.