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- › **Academic/Technical** – those related to your major;
- › **Organizational** - those related to the employment opportunity
- › **Personal Skills** – those related to personal development, such as interpersonal relations, communications skills, and personal growth.

Learning Expectations	Learning Outcome(s)	Learning Implementation(s)
- Learn about international and domestic tax.	- To have a better understanding of international and domestic taxes. - Be able to understand and apply different tax laws and regulations.	- This would help me gain experience in tax filing, be able to recognized the purpose of different tax forms.
- Learn to work with different people and gain more people skills.	- Be able to network with different people. - Be likable personally and professional.	- This would allow me to network easily with new co-workers and be able to adapt to new environments.
- Be able to communicate professionally with state agents.	- Be able to effectively request information from state agents.	- This would allow me have the right communication skills to request tax information from various states.
- To better my time management skills when working on various tasks.	- To manage time in an effective way. - To have a to-do list	- Being able to have time management skill would allow me to meet deadlines, which are very important in Tax.
- Learn to be more effective and efficient in my works.	- To able to do work in an efficient matter, but also doing it correctly.	- By being effective and efficient would save time for me and my employer. - Since precision is very important in tax, efficiency and effectiveness would be two great skills to have.

When developing your Learning Expectations consider the following three types::

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Learning Expectations	Learning Outcome(s)	Learning Implementation(s)
How to market an event to all different types of people, not just one segment	Attendance of a wide variety of individuals at events	Working for any type of company it is important to know how to market a product to all different types of people in order to increase sales
How to use social media in order to increase knowledge of an event	Increasing ticket sales after using social media	As more companies increase their internet presence, it is important to establish their accounts to help them gain customers
How to increase social media followers	Increasing followers on various platforms	With more social media followers, they can quickly communicate information and sales offers to thousands of customers
Learning what procedures need to be done in order to plan an event	Knowing the proper time line of planning an event	It is important to know what events and requirements need to be completed before going onto the following steps
Learning how to carefully execute one event while planning many more	Successful event completions as well as successful progressive planning of other events	Successful multitasking is a requirement in today's world and it is important that one project does not overshadow another
Maintain current relationships and establish new ones	Having better relationships and often being in contact with current and new partners	It is important to keep old relationships as well as establish new ones, even with customers, because it is easier to keep an old customer than to attract a new one
Learning which marketing tactic works for each audience	Being able to use a certain tactic to attract a certain demographic	Knowing which method to use to attract certain customers is important so the company does not waste resources on a method that will not work
Creating new methods of advertisement	New social media method, contests, interviews, etc. to bring a larger audience to events	Innovating is a requirement and being ahead of the times will allow a company to be successful

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Learning Expectations	Learning Outcome(s)	Learning Implementation(s)
Business Ethics	Understanding compliance within a corporation	Make sure that all regulations are adhered to
Personal Growth	Become better suited for working in a corporate environment	Better develop a sense of the expectations when working in a corporation
Develop Time Management Skills	Manage multiple projects	Budget time effectively to complete all work proficiently and on time
Develop Technical Skills	Practice various functions with applications such as Microsoft Excel and Powerpoint	Apply new functions to do work more efficiently
Learn Corporate Structure	Learn the way in which the company is organized	Understand the organization's structure to better understand my role and responsibilities within the company
Communication Skills	Understand the jargon associated with role	The jargon will be used to better communicate with coworkers and peers
Leadership Skills	Lead projects and take initiative to finish tasks	Learn to organize initiatives based on the strengths of fellow coworkers and peers. As well as motivating them
Analytics	Record, Analyze, and Manage data to track trends in usage of projects within company	Use spreadsheets, graphs, and other applications to visually analyze data and present findings to others
Work Between Crossfunctional Groups	Pulling data from various groups within the company to successfully complete a project	Understanding which parts of the organization can enable a better more effective approach to completing work
Understand the Industry and Operating Cycles	Understanding the pharmaceutical industry and stages of development	Follow a universal calendar of due dates for certain projects/reports that need to be updated regularly, monthly, or quarterly