



Administrative Assistant Internship Learning Objectives

Student/Intern: _____

Internship Site: _____

Working with your supervisor, choose from the following learning objectives OR submit others which are specific to the position or internship assignment:

- Demonstrate ability to use both manual and electronic file management systems.
- Identify, define, and use business terminology appropriate to internship site.
- Create a report, poster, flyer or other document using desktop publishing software such as PageMaker or Publisher.

- Type letters or documents at 50 words per minute with no errors.
- Create and print a graph or chart from a spreadsheet.
- Edit and rewrite correspondence to produce documents of mailable quality.
- Initiate a file search on a data file.
- Create, modify, and generate a report utilizing standard report writing protocols.
- Create and/or utilize a database.
- Use the features of the 10-key calculator proficiently.
- Prepare multi-page documents utilizing headers, footers, page numbering, font attributes (bold, italic, underline), centering and indenting commands.

- Effectively utilize a Windows environment through the use of function and control keys, memory, storage, and problem-solving.

- Identify and report on issues affecting diversity in the workplace.
- Use information systems and project management software.
- Create, edit, save and print a slide presentation using PowerPoint.
- Use terminology and perform tasks associated with Internet, the World Wide Web, electronic mail, data transmission, searching, Outlook Express, e-commerce, multi-media usage, and MS FrontPage.

- Plan and conduct an effective meeting.

- Other: _____.

- Other: _____.

To receive Credit at the end of the semester, I agree to submit the following:

1. Final Summary Portfolio
 - Written overview (minimum of 2-3 pages typed) of your internship experience including challenges you faced and how you overcame them, results of your work, reaction to your performance from other team members, description of business relationships with co-workers, how your degree assisted you in your work, and how your work benefited the company.
 - Descriptions, samples and examples of the projects and tasks completed during your internship based on your list of learning objectives.

2. Supervisor Evaluation Form (provided to the supervisor by the Internship Coordinator).

Student Signature

Date