



## Business Administration 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:**

- Apply the project management process used by the organization or unit, including the planning, performing, controlling and concluding the project.
- Describe your personal supervisory style and the personnel management practices of the organization.
- Analyze the customer service practices demonstrated in the organizational culture.
- Research the organization's history and how your role, duties, and tasks contribute to their mission.
- Identify and define the common or unique business terminology used at the worksite.
- Describe the inventory control processes used and the company's relationships with distributors.
- Demonstrate understanding of the accounting process used at the worksite.
- Apply effective marketing concepts to problems and issues faced by the organization.
- Apply your personal selling philosophy and report on the results and insights gained.
- Analyze any legal obligations, principles, or rules associated with the organization.
- Identify and report on issues affecting diversity in the workplace.
- Demonstrate how to plan for and conduct effective meetings.
- Analyze how prices, output levels, and profits are determined in the organization.
- Demonstrate effective report and letter writing.
- Produce high quality documents utilizing Word, Excel, Access, or PowerPoint.
  
- 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