

**Administrative Support  
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:**

- ☐ Use Excel to create spreadsheets, reports, and charts.
- ☐ Modify format of spreadsheet cells, columns, or rows.
- ☐ Create, format, modify, and generate a business letter, memo, table and report.
- ☐ Create and/or utilize a database.
- ☐ Perform mail merges to create documents or mailings.
- ☐ Create headers, footers, and page numbering within a document.
- ☐ Use attributes (bold, italic, underline), centering, and indenting commands to enhance the appearance of text.
- ☐ Create documents, which include graphics, charts, and clipart.
- ☐ Manipulate (move, copy, cut, paste) text within and between documents.
- ☐ Create reports, newsletters, or other documents utilizing columns.
- ☐ Edit and rewrite correspondence to produce documents of mailable quality.
- ☐ Type letters or documents at 50 words per minute with no errors.
- ☐ Effectively utilize a Windows environment through the use of function and control keys, memory, storage, and problem solving.
- ☐ Create, edit, save and print a slide presentation using PowerPoint.
- ☐ Utilize GroupWise or other electronic mail system to send, receive and reply to messages.
- ☐ Create hyperlinks in a HTML document.
- ☐ Manage business records, files, and storage systems.
- ☐ Create a report, poster, flyer or other document using desktop publishing software such as PageMaker or Publisher.
- ☐ 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.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date