Internship Goals & Responsibilities – Sample

(The purpose of this sheet is to assist you in identifying and finding balance in the responsibilities of the internship position and your own professional goals. The information you supply on this sheet can be applied to the position description on your resume.)

Internship Title: Cancer Walk 2011 Intern

Organization: American Cancer Society

Supervisor: Mr. Cancer Fighter, Director of Regional Events – Southeast Region

Internship Dates: January 10 – April 29, 2012

Primary Responsibilities: (List here the responsibilities laid out in the internship description and those discussed at your first meeting with supervisor.)

- Support the Director of Regional Events with the logistics, sponsorship, and promotion of the Cancer Walk 2011.
- Identify and secure a “walking route” in the city of Winona.
- Identify and secure local and regional sponsors.
- Create flyers, mailings, and design registration materials.

Goals/Objectives: (List here your own professional goals for this internship. Be specific and list reachable objectives. You may also list how you will measure your accomplishments – how do you define your success? And, what were your outcomes – what is the proof that you were successful in reaching your goals?)

Goal: Learn how to communicate with sponsors
Objective: Build relationships with local sponsors

Goal: Learn the logistics and components of event planning
Objective: Create a How to Manual for regional event planning

Goal: Apply my creative skills; use programs/tools I’ve learned in class
Objective: Create samples for my portfolio

Goal: Learn styles and formats of professional business meetings
Objective: Observe and gather tips on meeting styles; participate in conversation; maybe lead a meeting