



Name: \_\_\_\_\_

Agency: \_\_\_\_\_

1. Provide the mission statement and corresponding goals of the agency or the organizational unit to which you are assigned.
2. Provide a general summary of days and times that you are scheduled to work for your internship. If your days and times vary, please explain.
3. Describe the different sections/divisions within the agency in which you will be working.
4. Describe in detail the primary duties you will be performing during your internship.
5. Describe a positive experience that has excited you with regard to this placement.

### Goals/Objectives \*\*

The student, in cooperation with the agency supervisor, will develop 6-8 goals for the internship. The goals must cover the following areas of the internship (administration, supervision, program planning, facility management and marketing/public relations) as outlined in the internship description. There must be at least one (1) goal for each area and additional goals for areas where the student will be spending the majority of time. For each goal a minimum of two (2) objectives will be developed.

Note: The Interns hours will not count toward the 480 minimum until the Goals and Objectives are approved by the Agency Supervisor and the Internship Coordinator.

**\*This report is to be completed as an assignment entry on Canvas.**

\*\*There is a separate assignment entry for your goals and objectives.