**SAMPLE LIST OF GOALS, OBJECTIVES, AND METHODS OF EVALUATION**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
ORGANIZATION NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
The following examples will help you to brainstorm your own set of goals (what you want to learn or accomplish) and objectives (what specific tasks, projects, activities, etc. you will engage in to achieve your stated goals) that form a part of the internship contract you are preparing for English 4900. Use them as inspiration rather than simply copying them, since each intern’s goals and objectives should relate directly to what she or he wishes to learn and practice in a specific workplace. Feel free to edit, add to, and especially to create new goals and objectives that reflect your specific focus and needs for your internship experience. Notice, also, that parallel structure is used to express these goals and objectives.   
  
**When you’ve completed this form, email to your Internship Advisor along with your Data Sheet.**

**Sample Goals**

Here is where you list what you want to learn or experience. The following are examples.

* Learn what goes into making an event happen.
* Learn how a small publishing company works.
* Develop my professional writing and editing skills.
* Improve my public relations skills.
* Learn desktop publishing programs.
* Learn layout and design.
* Edit manuscripts and work with authors.
* Gain knowledge of information design and UX/UI
* Begin to pinpoint where my interests lie within the field of professional writing.
* Familiarize myself with the various aspects of professional writing, publishing, and public relations in the [fill in specifics] field.
* And so on…

**Sample Objectives**

Here is where you list how you will gain that experience.

* Write press releases.
* Help coordinate annual chapbook series.
* Conduct research using computer resources and other materials.
* Attend presentations and other activities in the [business, agency, unit—choose one]
* Assist with the production of the [business, agency, unit’s—choose one] newsletter.
* Assist with the creation of professional documents (brochures, mass mailings, flyers, posters, etc.) pertaining to the [business, agency, unit’s—choose one] activities.
* Assist with the coordination and orientation of volunteers, membership drives and non-profit mgt.
* Write articles and press releases pertaining to events sponsored by the organization
* Edit, write, and work with computer programs that I am currently less comfortable with such as Microsoft Excel.
* Edit manuscripts and write copy.
* Interact frequently with members of the Boone community and with other employees involved in the planning and production of specific events.
* Design elements of a book using Adobe InDesign.
* Create and organize a book index.
* And so on…