

Internship Goals

RCPT 413
Professional Issues

The Value of Writing Goals

- Allow you to identify exactly what you want to learn.
- Help select a site that will help you achieve your career goals.
- Serve as an unofficial “contract” to assure you get the experience you want.

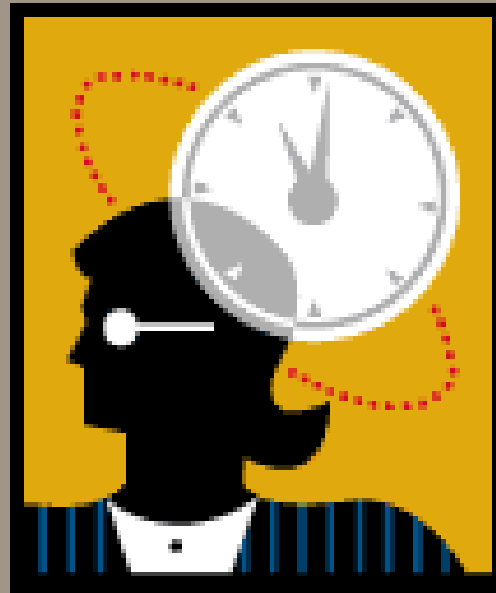
Writing Goals

- Goals are general outcome statements
 - not as specific as objectives
 - not necessarily observable or measurable
- Focus on what you want to learn (skills and knowledge) and how you want to learn it (experiences).

Be Sure to....

1. Include generic skills important for any professional (leadership skills, communication, etc.)
2. Identify entry-level skills specific to your specialization (assessment, budgeting, etc.)
3. Build upon skills you already possess and identify skills you need to obtain.
4. Whenever possible, include verbs that clarify what you actually want to do (lead activities, observe supervisor, etc.)
5. Be realistic.

Exercise Time!



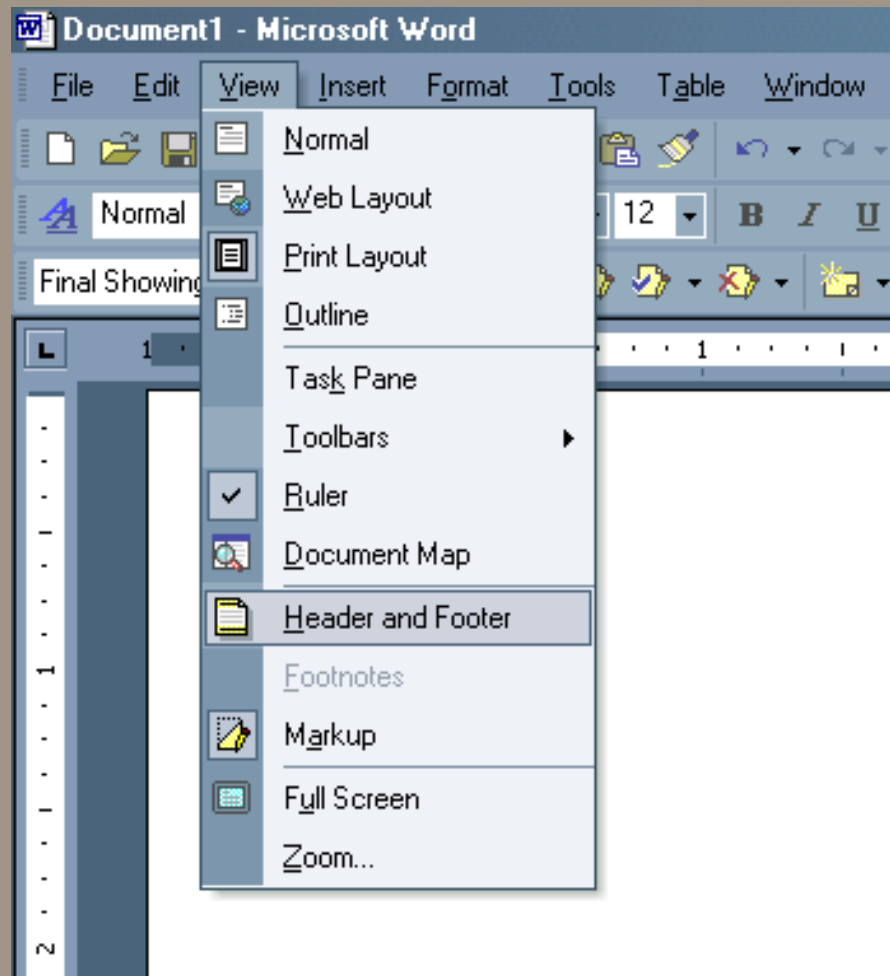
Goal Statements

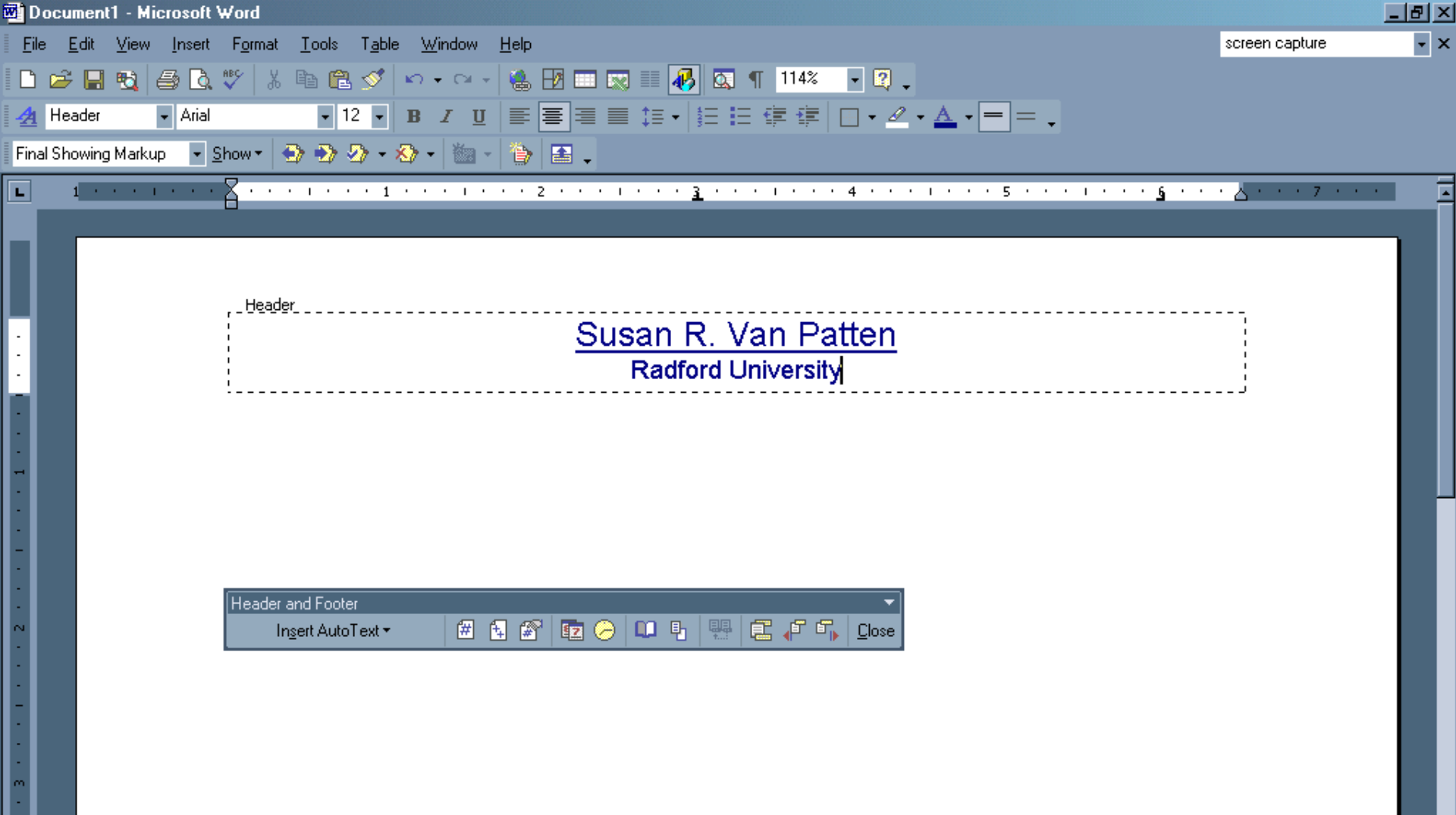
	5 YEARS	10-15 YEARS
Work Environment		
Job Title		
Duties/ Responsibilities		
Salary Range		

Correct Format

- Include header/footer with your information (name, address, phone, email)
- Introductory statement followed by a colon
- Bulleted goals
 - End with a semi-colon; second to last ends with ; and
 - Last goal ends with a period

Headers & Footers in Word





Put any kind of formatting you want in header or footer (appears as gray after you close the header/footer menu). To make changes go back to view. Creates consistent format for all pages in document. [Ctrl+Enter to create new page.]