Take some time to consider what you most want to accomplish this summer in your internship and how you will make sure your goals are met. You should submit 1-2 pages using coming business writing conventions (bullets, numbering, sections, etc.). The questions below are there to guide your thinking and you DO NOT need to answer each one in numerical order.

1. What is most important for you to accomplish during your internship? You might consider items such as new technical skills, new contacts, applying what you’ve learned in school, better communication skills, obtaining full-time employment, improved cultural understanding, etc.
2. When you look back on your internship in September, what would make your feel it had been a successful internship? What would make you feel as though it was not?
3. What is your plan to meet your goals? What will you do in the first week? The first month?
4. What do you expect to be most challenging for you in this internship? What can you do to overcome challenges?
5. What preparation do you need to meet your goals? What have you already done, and what additional resources or preparation do you need going forward?