

Butler University
Department of Sociology
General Internship Objectives

Objectives	Skills to be Obtained	Sample Activities
1. Demonstrate verbal communication skills	Verbal communication and interaction skills	Conduct meetings, presentations, workshops, and conferences; convey findings to others; provide verbal directions (in advance and on-the-spot). Establish and maintain respectful, responsive relationships with program participants, offer suggestions, listen to others' suggestions, participate in program-related gatherings.
2. Demonstrate written communication skills	Written communication skills	Write newsletters, organizational notices/bulletins, announcements, and handouts. Develop written program plans, maintain a journal, create case studies, and write evaluations.
3. Demonstrate planning and organizational skills	Planning and organizational skills	Plan relevant program activities, daily and over time; develop plans that take into account program constraints and resources; develop back-up plans as appropriate; carry out program plans; adapt or revise plans as needed; maintain program or services in an orderly fashion; create linkages with organizations beyond the program.
4. Demonstrate professionalism	Professionalism	Maintain confidentiality of clients, families, and colleagues; treat people with respect; use non-judgmental language when speaking to or referring to participants, families, or colleagues; model professional language and appearance; adhere to an ethical code of conduct; complete all required work on time; establish a reliable attendance record.
5. Describe how an organization functions and services its clients or the public	Understanding the organization	Observe leadership and staff in meetings; review organizational chart, budget, personnel policies, and annual reports; examine inter-organizational linkages.

Other Skill Areas to Consider (Optional)	Sample Activities
Collaborating and Partnership Skills	Become familiar with program history; determine where and how program articulates with other programs in the community; become familiar with characteristics of the population served or dealt with and the services offered; function as a team member; establish cooperative relationships with program staff and fellow interns; carry out responsibilities delegated to you; offer suggestions and accept suggestions of others; work cooperatively to achieve group goals; compromise as appropriate.
Policy Analysis Skills	Become familiar with internal program policies; become familiar with external policies and regulations that influence the program; analyze a program related issue in light of legislative and regulatory policies.
Research Skills	Conduct a literature review relevant to an issue or fact of the program; identify relevant research questions; create tools and measurements; collect data; analyze data; report data; make recommendations based on data; translate findings for people inside and outside of the program.
Evaluation Skills	Assess your own performance; develop plans for maintaining and changing your performance; utilize supervisor feedback to improve your performance; assist evaluating the program; use a variety of evaluation tools; keep program records, synthesize findings, communicate findings to others.

