The Experiential Learning/Internship Outcomes Paper

Guidelines:
1. The internship outcomes paper is a reflection of the internship experience. The expected length is 8-10 pages (double spaced); journaling or keeping a weekly log will help you write this paper.
2. Email/turn in to Experiential Learning and Career Management (ELCM) and your faculty internship supervisor the Monday before finals week (14th week of the fall/spring semester) UNLESS your faculty supervisor determines a different deadline, you would go by their deadline. Please inform ELCM of the different deadline date.
3. Academic credit and grade (satisfactory/unsatisfactory) will not be sent to University Registrar unless this paper is submitted.
4. Please complete Student Evaluation Form online. Experiential Learning and Career Management will email link to survey close to the end of semester. It is listed on ELCM’s Internship page; under the quick links and will be activated two-thirds into the semester/term: http://www.millersville.edu/elcm/internships/index.php

For Initial Experiential Learning/Internship Experience (SUBJ 300):
As with any paper you submit for credit, it is expected that you adhere to correct grammatical form. Reviewing this material from time to time during your work assignment will help you to write your paper in a timely fashion. Please answer the following ten questions specifically and thoroughly.

1. Job Description: Describe in as much detail as possible your role and responsibilities. Did your actual job differ from the job description you had prior to working? If so, how did it differ?
2. Describe the employing firm. What product(s) is made or service(s) rendered?
3. Give a detailed description of the employing department, and where it fits in the organizational structure.
4. Describe the general educational/professional level of your work associates. Discuss the characteristics, traits and skills you observed to be needed by professionals in your field.
5. Describe the supervision that was provided. What kind of instruction, assistance and consultation did you receive? Was there a review process other than the MU employer evaluation? Did you find the evaluation helpful? Why or why not?
6. Did you have the opportunity to closely interact with co-workers? Were they helpful? Describe any opportunities such as networking or social/cultural events, which were available to you as a result of this experience.
7. Describe the most outstanding events that occurred during your internship. Were there any problems encountered and, if so, what strategies were used to solve them? What was your greatest accomplishment? How did you achieve it?
8. Provide examples of course work that relates to your job. Describe how the job contributed to your education, list specific examples/situations. Was it academically relevant? Identify courses that you wish you had taken or plan to take as a result of this experience.
9. Identify/explain any personal or career decisions that you have made as a result of this experience.
10. Were you satisfied with your internship choice? Explain. Describe any changes that you would recommend in the current policies and operation of the Experiential Learning/Internship program. Please be constructive and frank.

For Subsequent Experiential Learning/Internship Experiences (SUBJ 400, 500):
Select a topic that is mutually agreed upon by the employer, internship faculty supervisor and you. The topic should be an extension of your current learning experience and research it in depth. Remember, if you already completed an academic internship for credit and want to continue it for credit for another semester, you MUST provide ELCM and your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. Next, you need to sign up for a 30-minute registration session in the Bedford House so you receive academic credit for the second internship experience.

Possible Departmental assignments: Writing a journal or blog; writing a mid-term report, a research paper and or completing a special project; additional faculty contacts; oral presentations.