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. We also recommend reading current articles related to the field or industry in which you are interning.
2. Email/turn in to Experiential Learning and Career Management (ELCM) and your faculty internship supervisor the week before finals week (14th week of the fall/spring semester) UNLESS your faculty supervisor determines a different deadline, you would follow their deadline. Please inform ELCM of the different deadline date.
3. Academic credit and grade (satisfactory/unsatisfactory) will not be processed by your faculty internship supervisor unless this paper and evaluations are submitted.
4. Complete the Student Evaluation Form online. Experiential Learning and Career Management will email link for the survey close to the end of semester.

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 guidelines. The content will address the following questions in a meaningful manner with smooth transitions. Do not list the questions within the paper.

1. Describe in as much detail as possible what the internship involves, how it is organized or supervised, and what the intern’s role is within the organization. What were your responsibilities? Did your actual internship differ from the internship description you had prior to starting the internship? If so, how did it differ?
2. Provide a description of the employing department and where it fits in the organizational structure of the business or agency. Describe what you perceive as the culture of the organization: this includes work environment, company mission, expectations and goals. Is it a casual workplace - not just with dress code, but it may be limited with rules and regulations. Are the employees working in a team-based environment or is it more independent working? Comment on what you perceive as their strengths and weaknesses.
3. Describe your objectives and learning goals of the internship. Discuss if and how the objectives were achieved.
4. Describe the supervision that was provided. What kind of instruction, assistance and consultation did you receive? Was there a review process other than the Millersville University employer evaluation? Did you find the evaluation helpful? Why or why not?
5. 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.
6. What prior skills did you use in the internship? List any new skills, knowledge or technology platforms acquired.
7. Provide examples of course work that relates to your internship. In what ways, if any, have your coursework prepared you for what was expected of you as an intern? Describe how the internship 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.
8. Describe the most outstanding event or 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?
9. What insights have you gained regarding your field of study or profession?
10. Identify and explain any personal or career decisions that you have made as a result of this experience. What impact did this experience have on your personal growth?

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. You DO need to attend a 30-minute registration session again 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.