

THE EXPERIENTIAL LEARNING/INTERNSHIP OUTCOMES PAPER

Guidelines:

1. The internship outcomes paper is a reflection of the internship experience. Expected length 8-10 pages (double spaced) font Times New Romans no larger than 12. Maintain a journal or write about the experience in a weekly log. This will be very helpful as you write your paper.
2. Email/turn in a draft of your paper to your faculty internship supervisor a couple weeks before The Career Center deadline to receive feedback. Make any necessary edits, have a second set of eyes look at it before submitting your paper via Handshake for The Career Center and your Faculty Supervisor to review.
3. Deadline: week before finals week (14th week of fall/spring semester) **UNLESS** your faculty supervisor determines a different deadline, you would follow their deadline. Please inform The Career Center if deadline is extended.
4. Academic credit and grade (Satisfactory/Unsatisfactory) will not be processed by your faculty internship supervisor until the paper and evaluations are submitted.
5. Complete the student evaluation online. This is the opportunity to provide constructive feedback on how to make the internship better. Be diplomatic. The evaluation link will be sent directly to your student email from Handshake approximately six weeks before the end of the semester.

As with any paper you submit for credit, it is expected that you adhere to correct grammatical guidelines. The content should address the following questions. Do not list the questions within the paper.

Part 1: History and background of the company or organization (about 1-2 pages)

1. 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.

Part 2: Your Internship Experience (about 5 pages; the heart of your paper)

2. Describe in as much detail 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?
3. Describe your objectives and learning goals of the internship. Discuss if and how the objectives were achieved. Address your progression throughout the internship.
4. What prior skills did you use in the internship? List any new skills, knowledge or technology platforms acquired.
5. Describe the supervision provided. What kind of instruction, assistance and consultation did you receive? 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. 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?
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.

Part 3: Reflections on your internship experience (about 2 pages)

8. What insights have you gained regarding your field of study or profession? 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 Second, Third, Experiential Learning/Internship Experiences: Select a topic that is mutually agreed upon by the internship faculty supervisor and you. The topic should be an extension of your current learning experience. **Remember**, if you already completed an academic internship for credit and want to continue it for credit for another semester, you **MUST** provide The Career Center and your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. You **DO** need to attend a 10-15 minute orientation session again, so you receive academic credit for the second internship experience. **Possible Additional Departmental assignments:** Writing a journal or blog; writing a mid-term report, a research paper and or completing a special project; poster presentation (SOCY) or departmental presentation (BIOL).