

INTERNSHIP COMPLETION

If a student has only partially completed the required internship hours and will be leaving the local area for the remainder of the semester, the first step should be for the student to see if the internship might be continued by performing tasks or completing projects that can be done remotely. Barring this possibility, the following information is provided as a possible strategy whereby a student could receive credit for the remainder of his/her internship by completing the following capstone project.

Internship Alternate Completion Project

The Internship Alternate Completion Project consists of (1) a written report/reflection on the internship experience combined with (2) several practical activities designed to move you forward on the path to a career.

Grading:

60% Internship Reflection Paper

10% Activity Completion

10% Activity Completion

10% Activity Completion

10% Activity Completion

100%

Completed assignments should be submitted to your internship supervisor by _____.

Part 1 – Internship Reflection Paper

Student will complete 3-4-page paper reflecting on the internship experience up to this point. The paper should follow the following structure:

Section 1 - Introduction

Section 2 - What I did – Description of internship

Section 3 - What I learned – Benefits gained

Section 4 - What I will do next – Next steps

Paper Detail:

Section 1: Introduction

- Your name, internship job title, company, dates of internship
- About Me: Include your major, why you chose your internship, and your area of specialization (if any).

Section 2: What I did – Description of internship

- Company Profile – Create a short biography of the company including products/services provided and company mission
- Describe your internship responsibilities
- Describe regular work activities you completed and any individual projects or assignments you worked on

Section 3: What I learned – Benefits gained

Select at least 4 of the following questions and answer them:

- What knowledge of your field was most important? In what ways were you able to apply what you have learned in your academic coursework to your internship?
- What transferable skills did you develop through your experience?
- Have you identified any skills or areas that you would like to further develop?
- What pushed you outside of your comfort zone? Or, what was the biggest challenge you encountered?
- What new ideas or questions were raised as a result of this experience?
- What was the most important thing you learned about yourself?
- What was your greatest accomplishment or reward?
- In light of this internship experience, how have your personal goals evolved?

Section 4: What I will do next – Next steps

In view of your answers in Section 3, identify three specific actions that you will take in the next 30 days to move your career preparation forward. Attach a date for completion to each action.

Part 2 – Career Preparation Activities

Select and complete 4 of the activities from the following list:

- Update your resume with your internship information and have it reviewed by Career Services. Submit the completed resume with your other assignments.
- Apply to three separate jobs consistent with your career goals. List the companies along with a description of how/where you applied.
- Obtain permission from 2 professionals in your career field (not related to you) who will be willing to be professional references for you. List their names and professional position/company.
- Update/create your LinkedIn profile and “connect” with key people at your internship company. Submit your LinkedIn address.
- Participate in a mock job interview with Career Services. Record details of your interview.
- Write a handwritten thank you note to your supervisor and 1 or 2 other people at your internship site that had an impact on you. Keep in touch with these people after your internship ends. Record name and position for each person that you wrote.