

# Internship Reflection

For each response, please provide specific examples.

1. List the key steps of your Internship Experience (a bulleted list is fine).
2. Reflect on your Internship Experience and answer all of the prompts below using 200 to 250 words for each response. Avoid general statements by including details specific to your experience.
  - a. Describe your general impressions of the organization and your responsibilities.
  - b. Describe the nature of the orientation, training and supervision provided by the internship organization.
  - c. Describe the relationships that you developed with other interns, staff, administrators and your supervisor as well as your ability to expand your professional network.
  - d. Describe your accomplishment of learning objectives, personal and professional growth and increased self-confidence resulting from the internship.
  - e. Describe how you increase your skills, knowledge, and marketability to expand your portfolio and resume.

*Scores of 3 or above in each of the four Reflection Areas must be achieved for the area to be approved. If your reflection is not approved, you have **one week to revise** and resubmit. You only have **one chance to revise**. If your reflection is rejected a second time, you must submit a formal appeal.*

Reflection Areas	Above Satisfactory (4)	Satisfactory (3)	Below Satisfactory (2)	Unsatisfactory (1)
Experiences	Clearly describes and articulates internship engagement experiences, giving strong specific examples of activities, tasks, projects, etc.	Experiences are stated with minimal examples of activities, tasks, projects, etc.	Experiences are not adequately described.	Experiences are not described.
Collaboration	Clearly describes and articulates the impact of the internship experiences including how student built collaborative relationships with others (i.e., peers, staff, faculty, and/or community members) through the engagement experience.	Impact of internship is stated including how student built relationships through the engagement experience.	Impact of engagement and how student built relationships through the engagement experience are lacking and/or are not articulated.	Impact of internship and/or how student built relationships were not described.
Learning	Lessons learned, skills utilized, and new skills acquired are clearly described and articulated.	Lessons learned, skills utilized, and new skills acquired are stated.	Lessons learned, skills utilized, and new skills acquired are lacking and/or were not articulated.	Lessons learned, skills utilized, and new skills acquired not described.
Application	How participation in an internship experience will be or has been applied to student's personal, academic, and professional development is clearly described and articulated.	How participation in an internship experience will be or has been applied to student's personal, academic, and professional development is described.	How participation in an internship experience will be or has been applied to student's personal, academic, and professional development is lacking and/or is not articulated.	How the internship experience will be or has been applied to student's personal, academic, and professional development is not described.