

Career and Internship Services

Internship Final

The final for the Internship Program is intended to bring closure to your experience. This is an opportunity for you to express what you gained by participating in the Internship Program. For most majors, the final is a group presentation. You will receive an email message with information about the dates for the presentations in mid-semester. For majors not listed above, it is your responsibility to speak to your Internship Faculty Advisor regarding the option for your internship final. All formats are a summary of your personal reflections and reactions to your internship as a learning experience.

Group Presentation (includes interns from the following majors: Business, Science, Communications, Art, Digital Art, and Humanities)

The Group Presentation is an opportunity for you to present what you learned from your internship to your peers, faculty and administrators. Each student is given ten minutes to present, and you are free to design the presentation how you like. You may use PowerPoint or other computer programs to demonstrate your points. You may not show a video as the presentation, but may however show clips as you present. The date of the Group Presentation will be announced at or prior to the Mid-Term Meeting.

For majors not listed above, please speak with your Internship Faculty Advisor to select an option for your final (it may include a group presentation).

Individual Presentation

The Individual Presentation is given one-to-one with your Internship Faculty Advisor and the Internship Coordinator, when possible. This format is an option when you or your Internship Faculty Advisor is unavailable to attend the Group Presentation.

Paper

The third option for the internship final is to write a paper. Your paper should be a minimum of three pages if you are enrolled in a one unit internship, five pages if you are enrolled in two units and seven pages if you are enrolled in three units. The paper should be written in 12 font and double spaced.

Guidelines for Final Presentation (or Paper)

The following are guidelines for what to include in your final presentation or paper. In addition, you may include any other information you feel is important.

A. Job Description:

- a. Review your journal and describe your principle responsibilities and tasks during your internship.

B. Goal Statement:

- a. Did you meet your personal expectations, goals and learning objections that you stated on your Internship Contract?

C. Work Performance:

- a. What prior skills did you use? What new skills and knowledge did you acquire?
- b. What approaches did you use on assigned tasks?
- c. What did you learn about managing your time? How did you reach deadlines?
- d. How did you resolve problems?
- e. Was your internship site open to your ideas or suggestions? Did they implement them?
- f. What was your greatest accomplishment?
- g. How do you rate the overall quality of your work?

D. Personal Reflections:

- a. What impact did this experience have on your personal/professional growth?
- b. How would you describe your ability to develop effective relationships with co-workers and supervisors? How did you accept criticism?
- c. What insights or observations have you gained regarding the field of your internship?
- d. Have your academic or career goals changed or been reinforced as a result of your internship experience?
- e. How will you apply what you learned in the future?