

Assignment 1: Internship Reflection Essay

The student will complete the following:

- 3-4-page paper reflecting on the internship experience. The report should follow the following structure:
 1. **Section 1 – Introduction**
 2. **Section 2** - What I did – Description of internship
 3. **Section 3** - What I learned – Benefits Gained
 4. **Section 4** - What I will do next – Next steps

- **Section 1: Introduction**
 1. Your name, internship job title, company, and internship dates.
 2. 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**
 1. Company Profile – Create a short biography of the company, including products/services provided and the company mission.
 2. Describe your internship responsibilities.
 3. 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:**
 1. What knowledge of your field was most important? How could you apply what you have learned in your academic coursework to your internship?
 2. What transferable skills did you develop through your experience?
 3. Have you identified any skills or areas you would like to develop further?
 4. What pushed you outside of your comfort zone? Or what was the biggest challenge you encountered?
 5. What new ideas or questions were raised because of this experience?
 6. What was the most important thing you learned about yourself?
 7. What was your greatest accomplishment or reward?
 8. Considering this internship experience, how have your personal goals evolved?

- **Section 4: What I will do next – Next Step**
 - Given your answers in Section 3, identify three specific actions you will take in the next 30 days to move your career preparation forward.
 - Attach a date for completion to each action

Career Preparation Activities

- Update your resume with your internship information, review it by Career Development, and submit the completed resume with this assignment.
- Apply to three jobs consistent with your career goals, list the companies' names and a description of how/where you applied, and submit with this assignment.
- Obtain permission from (2) professionals in your career field (not related to you) who will be willing to be professional references for you.

DES 483 Business and Professional Practice

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Be sure to list their names and professional positions/company and submit the professional's contact information with this assignment.

- Update/create your LinkedIn profile and "connect" with key people at your internship company. Be sure to submit your LinkedIn address with this assignment.
- Participate in a mock job interview with Career Development.
- 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 impacted you. Be sure to record the name and position of each person that you wrote to and keep in touch with these people after your internship ends. Submit a copy of your note with this assignment.

You must submit this assignment highlighting areas you address in your essay.