Guidelines for Internship or Experiential Learning Experience Report.

I. SUMMARY OF INTERNSHIP/EXPERIENTIAL LEARNING EXPERIENCES:

A. General Description of Activities/Projects:
Summarize the types and number of activities/projects you had at your internship/experiential learning site, along with the methods you utilized.

B. Evaluation of the Internship/Experiential Learning Experience:
This should be your evaluation of the internship/experiential learning site which describes your experience there. In this section, specifically address supervision provided by your site. Include access to your supervisor(s) and your evaluation of the quality of supervision received. This will provide helpful information to other prospective students who may want to participate at the site in the future. In addition, it provides useful information to the faculty on how well the site meets the program’s desired goals for students.

II. PROJECT SUMMARY:

This briefly describes the project summaries. Students are to write up a summary of one project that they worked on during their internship/experiential learning undertaking. The project summary you choose to write about will depend upon the emphasis at your site. Overall, the faculty is looking for a project summary that represent the diversity and range of work you completed at your internship/experiential learning site.
Include in your summary, at least 5 peer-reviewed sources that you use to support the methods you used or some of the background research that you provide in explaining your project. Use an MLS format for referencing and sourcing information.
The standard length of each project summary is 5-8 pages, depending upon the complexity of the project and the duration of your participation.

III. SELF EVALUATION:

Assess your own strengths, needs, and goals (both short- and long-term) that are relevant to you as a future professional. Integrate the answers to the following questions in this section. Your written evaluation of your personal growth experience is the means through which faculty assess our students’ attainment of program goals.

1. As far as you could observe, what were the most significant insights you gained as a result of this internship/experiential learning experience?

2. What particular personal and professional strengths did you develop that might help you as a future professional?

3. Give an example of an instance where you used the knowledge and skills developed during your undergraduate training and found them sufficient for completing tasks during your internship/experiential learning project?
4. Give an example of an instance during your internship/experiential learning project where you took the initiative.

5. Give an example of an instance during your internship/experiential learning project where you were able to successfully prioritize and organize tasks.

6. Give an example of an instance during your internship/experiential learning project where you were able to successfully work with a team and interact professionally with others.

IV. EVALUATION OF THE INTERNSHIP/EXPERIENTIAL LEARNING PROGRAM:

This is an important part of your paper as it gives faculty information about what is working well in the program, as well as what changes may need to be considered. In this section, it is very important to address both program’s strengths and needs.

A. Please describe up to three aspects of the internship/experiential learning program that you consider to be strengths.

B. Please describe up to three aspects of the internship/experiential learning program that you would like to see changed. Please attempt to fashion a recommendation for improvement to match each aspect you would like to see changed.