Introduction and Deadline

This reflective report is a key component of your final internship grade. The report is due on Sunday, August 9th, 2015 at 11:59 pm Atlantic Standard Time. You will post your completed assignment using the course Moodle site. Late reports will not be accepted unless permission has been given by the Faculty Advisor in advance of the due date. If you do not submit a report or submit a report late, you will be given a failing grade for the internship.

You will participate in a live Collaborate seminar in early June to discuss your work term and the expectations for the reflective report.

Purpose

Now that you have nearly completed your internship and have had a chance to learn and grow in school and in the workplace, it is time to reflect upon these experiences. This report gives you the opportunity to think about your personal growth; both as a student and a professional science communicator.

Using concrete examples to explain and support your way of thinking, you will look at your internship experience and indicate what the overall experience has meant to you. What have you learned about science communication? What have you learned about yourself? How has the experience influenced your career goals? How has the experience informed your academic study and ability to think strategically?

Reflect on Learning Outcomes

This will be a personal paper based on your individual learning throughout your academic program. As a starting point, you might think about your experience within the context of the learning objectives that you established for the internship. Listed below are the general outcomes for the internship program that will help to prompt your reflective process.
<table>
<thead>
<tr>
<th>Academic Outcomes</th>
<th>Professional Outcomes</th>
<th>Personal Outcomes</th>
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<tbody>
<tr>
<td>You will reflect upon:</td>
<td>You will describe:</td>
<td>You will explain:</td>
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<tr>
<td>• your ability to integrate classroom theory with</td>
<td>• possible clarity about your career goals</td>
<td>• the development of your confidence and maturity</td>
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<td>workplace practice</td>
<td>• understanding of workplace culture</td>
<td>• the progression of your strengths and weaknesses</td>
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<tr>
<td>• a greater clarity about your academic goals</td>
<td>• the skills and competencies you have acquired in your</td>
<td>• the refinement / development of interpersonal skills</td>
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<td>• your academic motivation</td>
<td>internship</td>
<td>• greater clarity about lifelong learning</td>
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<td>• your understanding of strategic initiatives and</td>
<td></td>
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<tr>
<td>thinking</td>
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**Instructions and Evaluation**

- Keep a folder handy as you may require samples of background information or materials you produced as appendices for the report.
- Begin writing early and make it an on-going part of your daily work.
- A COMM 3501 Moodle course will be developed. You will post your completed internship report on Moodle before 11:59 pm Atlantic Standard Time on Sunday, August 9th, 2015.
- This paper is a capstone writing assignment and should demonstrate your ability to write persuasively and succinctly, as a senior science communication student.
- Internship Reports are given grades of ‘Pass’, ‘Fail’, or ‘Re-Submit’ (returned for revisions).
  - The Communications Studies Department expects an English language competence in grammar, spelling, punctuation, syntax, semantics and organization. The responsibility to achieve that standard lies with the student. Should you not meet this standard, you will be given a grade of ‘Re-submit’.
  - A ‘re-submit’ indicates a report which does not meet the stated objectives but could receive a passing grade if revised. Any report returned for revisions must be re-submitted within 7 days after receiving feedback from your Faculty Advisor. You will have only one chance to re-write a work term report. Failure to revise the report to a satisfactory level will result in a failing grade for the internship.
  - The report will be returned for revisions or after a re-submit, failed, if:
    - It is poorly organized
    - It is not well written (it has grammar, spelling, punctuation errors)
    - It is simply descriptive and lacks analysis
    - It does not indicate a level of reflection expected of a senior student

You will participate in a Live Collaborate workshop to discuss the objectives for the reflective report on or before June 4th.
Evaluation and deadlines

All assignments must be submitted. We will adhere to the assignment deadlines unless there are extraordinary circumstances. Late assignments will lose 20% per day starting on the day that they are late. If you believe you will be unable to meet a deadline, discuss it with me in advance. It may be possible for us to make alternate arrangements if I am satisfied that your difficulty is a valid one. Without successfully completing all of the assigned exercises, you will not earn a pass for COMM3501.

Writing competence

Correct use of language is one of the criteria included in the evaluation of all written assignments. Basic writing competency is required to pass this course. The obligation to meet the minimal standard lies with the student. If a faculty member determines that a student’s basic writing competency falls below the minimum standard for the course, the student will fail the course.

Citing and referencing the work of others

Adhere to the guidelines of the American Psychological Association for preparation of academic papers. The complete APA guide is always on reserve in the library or you can refer to the précis on the Library’s web site at http://www.msvu.ca/site/media/msvu/StyleGuide.apa6.pdf. A quick Google® search will turn up lots of other web sites that provide excellent explanations and examples of APA style.

Academic integrity

University regulations on plagiarism and cheating and other academic offences will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the University Calendar and are posted on Department notice boards as well as on the website at www.msvu.ca on the Current Student’s page under Academic Offences.

Persons with disabilities

If you have a disability and require academic accommodations you must register with Disability Services as early as possible in order to receive accommodations. (www.msvu.ca/disabilityservices).

Accommodation of religious observance

Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.
Format

The internship report will be 2,500 words excluding Title Page, Table of Contents, Executive Summary and Appendices. Use a 12 pt. Roman font, a ragged right margin (left aligned), double-spaced lines and ensure that the pages are numbered. An appendix at the end of your internship report may be included to provide samples of materials referenced in the text.

To help you structure this report, we suggest that you explore the following:

1. **Title Page (see example below)**

2. **Table of Contents**
   
   This should be a list of sections in your report and appropriate page numbers

3. **Executive Summary**

   The executive summary is a one to two page summary of the internship report. It is intended to serve as a synopsis for the busy executive who doesn’t have time to read the entire report.

4. **Background Information or Introduction**

   This section is intended for the benefit of the reader so that s/he has some background information on the organization, company or government department where you completed your internship, thus allowing the reader to better understand the context of your report.

5. **Developing as a Student**

   How did your internship influence your concept of yourself as a science communication student? For example, a student might reflect that her internship opened her eyes “to the real living, breathing definitions of corporate culture, organizational behaviour and politics... all of which play an important role in science communication”.

6. **Developing as a Professional**

   How did your internship influence your development as a science communication professional? What did you observe and learn about workplace language, etiquette, issues, work ethic, management styles and organizational policies and procedures? A student might note that the internship taught a great deal about the nature of work. “Certainly these lessons will have proven incredibly valuable as I leave the science communication program to enter the world of work. I am more confident about what the world wants of me as well as what I can offer it.”
7. Personal Development

How did your internship influence your personal development? Students might notice that their self-confidence increased, judgement matured, interpersonal communication skills improved and that they learned to set high standards for themselves. A student might note when she began the program, she assumed that she would create personal ties with everyone in the workplace. Through her internship she learned to deal effectively with difficult personalities. “These people have taught me that you don’t have to be friends with everyone... as long as you continue to work in a professional manner.” Interns might reflect that they learned the most about themselves in situations that were less than ideal.

8. Science Communication in Practice

How did your internship influence your views about science communication? Is your concept of science communication practice the same as it was when you entered the program? Did your internship contribute to a new understanding of the role of science communication as well as the opportunities for and expectations of science communicators? Did your ability to think strategically get tested? A student whose employer weathered a serious media relations crisis might reflect that this experience gave her critical first-hand knowledge. “I began to truly see science communication and public relations as a management function.... I learned about media relations through the eyes of an organization rather than through classroom case studies.”

9. What the Future Holds

How did your internship influence your career goals? Does it influence your understanding of what you need in terms of a professional and personal life? Do you feel well prepared for your career? A student might reflect that “As I flowed through the science communication program I asked myself many times, ‘Is this what I want to do with the rest of my life?’ The internship was a big help in my realizing that the answer is yes.”
TITLE OF INTERNSHIP REPORT

Faculty Advisor: Professor A.B. Sentminded
Employer: Ms. G. Oddboss
Department: Internal Communications
Intern’s Position: Communications and Outreach Assistant
Description: Give a synopsis of the content of the internship in a single paragraph or in point form.