



Arts and Science Internship Work Term Report Guidelines

BART 3399 / BSCI 3399 / POLS 3399 Lessons Learned: A Reflective Report

Introduction and Deadline

This reflective work term report is a key component of your final internship grade. The report is **due on the first day of classes in the study term following the internship work term**. Late reports will not be accepted unless permission has been given by the Faculty Internship Advisor in advance of the due date or if you have a valid medical reason. A student who does not submit a report, or who submits the report late, will be given a failing grade for the internship.

The report is submitted to the Co-op Office, but addressed to the Internship Faculty Advisor of your academic department for evaluation.

Purpose

Now that you have completed your internship, it is time to reflect on your personal growth as both a student and a workplace-ready professional using concrete examples to explain and support your way of thinking. This report will encourage you to look at your internship experience as a whole and what that experience has meant to you. What have you learned about the professional workplace? What have you learned about yourself? How has the experience influenced your career goals? How has the experience informed your academic studies?

Reflect on Learning Outcomes

This will be a personal paper based on your individual learning throughout your academic program. Listed below are the general outcomes for the internship program that might help to prompt your reflective process.

Academic Outcomes	Professional Outcomes	Personal Outcomes
Students will reflect upon: <ul style="list-style-type: none">• application of classroom theory to workplace practice during internship experience• academic goals achieved throughout internship experience• academic motivation	Students will describe: <ul style="list-style-type: none">• whether career goals were met through internship experience• the workplace culture experienced throughout internship• the skills and knowledge attained during internship experience	Students will explain: <ul style="list-style-type: none">• how your confidence developed throughout the internship• how strengths improved and weaknesses were overcome• how interpersonal skills were developed or refined• how lifelong learning skills progressed throughout internship process

Format and Expectations

The internship report must be 10 pages in length. This does not include the title page, table of contents, executive summary, or appendices. The report must be double-spaced on 8 ½ "by 11" paper with margins of 1" to 1 ½ " and size 12 font.

A work term report which is deemed unsatisfactory for any reason will be returned for correction and re-submission. You have one opportunity to re-write the report within 7 days after receiving it back from your Internship Faculty Advisor. If the re-written report is still considered unsatisfactory or if it is not submitted on time, you will be given a failing (F) grade for the internship.

Your work term report must be organized into sensible sections. To help you structure this report, we suggest that you explore some of the following themes (note that many of these sections will be intertwined with one another):

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 where you spent 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 an arts or science 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 any workplace"*.

6. Developing as a Professional

How did your internship influence your development as an arts and science 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 graduate and 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. Arts or Science in Practice

How did your internship influence your views about your academic program major? Is your concept of your program major the same as it was when you entered the program? Did your internship contribute to a new understanding of the role of your program major?

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 my course work 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.”*

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.

Special Needs

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).

Sample Title Page

Ima Keener
Your e-mail address

EMPLOYER: ABC Company

City, Province

September 7, 2016

MOUNT SAINT VINCENT UNIVERSITY

INTERNSHIP REPORT

SUMMER 2016

TITLE OF INTERNSHIP REPORT

Internship Faculty Advisor: Dr. Jane Doe

Internship Supervisor: Mr. B. Smith

Internship Organization: ABC Company

Internship Position: Lab Assistant