

## FINAL REFLECTION OUTLINE

**Instructions:** The following information should be included in your final report, which is expected to be at least three typed pages (double spaced). Utilize basic font such as Calibri or Arial in a font size no larger than 11.

**Title Page:** Name, Semester/Year of Internship, Employer Name

**Part One: Job Description and Objectives**

a. Job Title

b. Job Description: Summarize your work experience, including:

- description of your specific responsibilities
- typical day
- the work environment (people, places, things)
- background of the organization for which you worked

c. Learning Objectives:

- List your objectives (you outlined these on your Learning Agreement at the beginning of your internship)
- Indicate whether you were able to meet your objectives, and if not, why?
- What proof do you have that your objectives were met? (criteria, measurement, levels of achievement)
- What new goals might you now set as a result of this experience?

d. Personal Growth:

- What insights have you gained? How were your expectations clarified or modified over the course of the semester?
- How has this internship affected your goals? (academic, personal and career goals)

**Part Two: Synthesis, Analysis of Experience**

- Compare/contrast methods and procedures used at your site to standards in the field, or to those used in your classes, lab, or texts.
- Explain how certain tasks, procedures, and methods could be applied to the field in general, or to another setting.
- Identify what new skills you have gained from this experience, and explain how these skills can be used either in the classroom, or how they might be applied to another setting.
- Explain the relationship of your specific responsibilities to other work going on at your internship site and how it relates to your major and your career goals.