

Internship Final Summary Paper Guidelines

All experiential learning students must complete a Final Summary Paper. The purpose of the Final Summary Paper is to clearly document that your learning has been an upper division, college-level learning experience. The Final Summary Paper should be a minimum of three–four (3-4) pages. Papers should be carefully written and follow established standards for college level writing (e.g., grammar, punctuation, spelling, clarity of expression). Your papers should be typed in a 12 point font and margins should be one inch all the way around. Please use double spacing.

The following topics are designed to help you clarify your thoughts, but in no way should limit what you include in your paper.

1. Analyze Learning Attained: Evaluation of Learning Objectives

Review each of your learning objectives from your agreement and write an evaluation of your internship performance which indicates why you reached this goal or why you failed to do so. Be sure to relate your evaluation statements to specific events of your internship.

2. Relate Experiences To Your Academic Program

Discuss in detail how your experiential learning provided or failed to provide opportunities to test specific theoretical concepts you learned in your academic coursework. Be sure to include specific examples which illustrate your perception of the relationship between theory and practice.

In your work with a practicing professional, what did you learn from that person in each of the following areas:

- a. How does this individual keep abreast of current theory and practice in his or her field?
- b. How does the professional person you worked with handle issues or situations at work which are related to those of the profession?
- c. What is the academic preparation and training of the practicing professional?
- d. Did your supervisor provide mentoring and help you make connections in your field?

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3. Technical Skill Set Development

- a. Did you expand your skills in your major? (i.e., did you write a press release or a patient needs assessment? Did you work on a corporate audit or prepare lab samples?).
- b. Did you attend staff meetings, board meetings or meetings with clients?

4. Evaluation of Work Experiences

All workers are expected to make an economic and social contribution to the organization which employs them. Whether you were paid or not, what was your economic contribution? What was your social contribution?

Explain what you have learned through this work experience that will help you to become a more effective worker or leader in the future.

If you were to redesign your experiential learning, what changes would you make? What would make for a better learning environment?