**Tips for Completing the Required Reflection Paper**

* Communicate with the faculty supervisor weekly via email or Brightspace

• Maintain a journal or progress report, including hours worked (details to be determined with the faculty supervisor)

• Write and submit a reflection paper of minimum 3 pages based on your experiences in the internship using the instructions at the end of this document. The purpose of the final reflection paper for the internship/externship/practicum is for you to think critically upon your experience to synthesize what you have learned and how it connects to your academic work. Length and formatting of the paper

• The reflection paper should be no less than three (3) pages. Page length requirements may vary by discipline Talk with your academic internship supervisor/advisor about the optimal length of a reflection paper.

• Use the style appropriate to your discipline. If unsure, check with your academic internship supervisor/advisor.

• Use appropriate font style and size. This is an academic assignment. Include your name, semester and the name of the organization/site on your paper.

• This paper is used to assess your learning and may be associated with your grade in the course. Check with your academic internship supervisor/advisor for details on how the paper will be graded.

• You may review the rubric (see link below) for a guideline on how your work will be evaluated. You should write the paper as a narrative, not merely listing the questions and answering them.

• What were your expectations going into the internship/externship/practicum?

• How did the internship/externship/practicum meet or not meet those expectations?

• What was the most important thing(s) you learned as a result of completing this internship/externship/practicum?

• Describe the organization. What products/services does it provide? How many people are employed? Is it a local, regional, national or international organization? How did you find out this information? [Note: do not simple copy from the website or brochure.] (continued on next page)

• How did you fit in with the people you worked with? Did you experience problems relating with others? Did you feel left out of office/organization experiences or were you included? If so, why do you think you experienced this?

• At work, what theories did you recognize in action from your discipline? For instance, if you are a Business Administration student, and your internship consisted of working with the customers of your employer, did you notice if your organization is more customer-focused or sales-focused? What led you to your conclusion?

• If you did not recognize any specific theory, what does this indicate about the connection of your academic discipline with the work environment? Please provide detailed examples.

• Would you do this internship again? Would you recommend students from KWC do an internship at this organization? Please provide specific examples, either positive or negative to substantiate your statements