Mid-Summer Reflection Journal
BUS:3100 Academic Internship; Summer 2017

Assignment Description
Students who regularly reflect on their internship experiences and goals are more likely to have a rewarding, positive, and productive internship. This assignment is designed to help you analyze your experiences to date in your internship and to consider and plan out how to gain the most out of your remaining time in the internship. In addition, your responses will inform the instructor as to what you are gaining from the internship and what support may help you and future students to have a better internship experience.

Instructions
Incorporate the following five topics in your reflection journal: job responsibilities & performance, training & feedback, company/organization, work culture, and personal values. Reflection prompts are provided to assist you in exploring each topic and identifying learning and growth opportunities. Keep in mind that this is a reflection, not a summary of your job duties. Do not list out all of your tasks and projects for me.

Please note: It is not expected that everything you say about the internship is positive – actually, that is exactly what I don’t want. I am asking you to take the time to sincerely think about your internship so far and then to come up with strategies for meaningful additions and changes.

Submitting Assignment: Upload to ICON as a Microsoft Word or PDF document; assignments not uploaded in the correct file type will not receive credit. Please put your name as a header on every page.

Reflection Prompts
Consider the following questions when writing your reflection journal. Address each of the main bullet points; the questions are intended to prompt your reflection and do not all need to be addressed. Please write in essay format, i.e. one cohesive essay, not question – answer, question – answer, question – answer.

- Job responsibilities and goals
  - Describe how you are progressing towards meeting the goals in your learning agenda.
  - How well are your job responsibilities and experiences aligned with your goals?
  - How in-depth/challenging have your job responsibilities and activities been so far?
  - What new or different responsibilities and activities would you like? How can you seek those out?

- Training and feedback
  - What training, guidance, and feedback do you receive? How frequent and how useful is this?
  - How can you seek out additional guidance and feedback on your performance throughout your internship?

- Company/organization
  - How does your role fit with the mission and goals of the larger organization?
  - How well do you understand the role of other departments/individuals at the company? How can you become more knowledgeable about their role?

- Work culture
  - What have you learned about the culture and norms of your workplace? How does this compare to other jobs you have had?
  - Describe the nature of your relationships with your coworkers and supervisor. How can you increase your network at the company?

- Personal values and well-being
  - How does the mission of the company align with your personal values and ethics?
  - How could a full time job at the company support or hinder your personal well-being?