

EMPORIA STATE UNIVERSITY

Final Reflection Paper

The final report is an in-depth assessment and reflection of the internship and should include the following:

1. Employer/Organization: List the name of the employer/organization, the type of business (purpose), location (full address, phone/fax numbers, website address), and the internship site supervisor.
 - a. Mission of Organization: Include the organization's mission statement and discuss whether you feel it is an accurate reflection of the organization.
 - b. Organizational Hierarchy/Management Structure: Provide a structure of the organization's hierarchy. Describe the management structure, both formal and informal, of the organization.
 - c. Personnel Policies/Code of Conduct: Describe the organization's personnel policies or code of conduct, and discuss the strengths and weaknesses of these. If the organization does not have a written code of conduct, discuss any unwritten (or understood) codes of conduct.
 - d. Communication Methods and Effectiveness: Describe the communication characteristics of the organization, citing examples of effective and ineffective communication you observed. Discuss any changes you feel would benefit the current structure.

2. Internship Project Information: Provide the specific title of your position as an intern.
 - a. Goals (Organizational and Personal) of the Internship: Discuss what goals you established at the onset of the internship, as well as the goals that were established for you by the organization. Give examples of how these goals were achieved.
 - b. Tasks/assignments: Discuss the specific tasks/assignments you were given throughout the course of the internship.
 - c. Negotiation of Role and/or Tasks: Discuss how, if at all, you were able to negotiate your role or position in the organization and/or how you negotiated some of the tasks given to you.

3. Evaluation of Experience:
 - a. Summary of Accomplishments: Describe your accomplishments in the internship. Include in your discussion how you feel your accomplishments impacted/impacts the organization.
 - b. Career Implications: Discuss the career implications of your internship experience, detailing the connection between your formal education in your major and the internship.
 - c. Evaluation: Discuss what professional, academic, and personal impact the internship had on you, explaining what you learned about yourself and any insights you gained. Include in your discussion how you did or did not meet the Learning Outcomes listed above. Also discuss how the internship may or may not have influenced your career goals, how it did or did not meet your expectations, and whether you would recommend your internship site to future students.