



## **GRADUATE CAREER EXPLORATION INTERNSHIP PAPER ASSIGNMENT—Spring 2017**

**ALL PAPERS ARE SUBMITTED THROUGH BLACKBOARD**

**DUE BY: 05/08/17**

The paper is a recording of what you have learned at your internship. The paper provides an overview of the company and department, an explanation of your role and responsibilities as an intern, and self-assessment of your total learning experience, particularly as it relates to your learning objectives and development of skills. Your professor will help you develop and will approve three internship learning objectives to be demonstrated through your entries. You will hand in the paper at the end of the semester.

**The Paper must follow the below guidelines:** Your final paper should be 6-8 pages total and must include the following:

- Cover page
- Running head
- Table of Contents
- Page Numbers
- Section Headings
- **Company and Department Overview (cited) (1-2 pages)**
  - Company History
  - Brand and Image—How it is viewed and known in the industry
  - Target audience, customer, client etc.
  - Structure of the company
  - Overview of department—strategies, initiatives, projects etc.
  - How the department is important to overall function of the company
  - Hierarchy of the department, name of your supervisor, their role and how you assist/support them with projects
- **Internship Title and Description (1-2 pages)**
  - Your roles and responsibilities as an intern—please do not cut and paste your internship description. Please write out as a narrative what you do on a daily, weekly, and monthly basis.
- **Overview of Approved Learning Objectives (1 page)**
- **Summary and Evidence of Learning Objective Achievement (2 page minimum)**
  - Each learning objective should be reviewed and explained how it was achieved
  - Sample of work can be submitted and explained as evidence
  - If a learning objective was not achieved, it should be explained why and assessed for how it could be revised and executed if there was more time.
  - **It will help to keep a weekly log of your internship experience to track the progress of your learning objectives. It is not required, but it will help when it comes time to write the final paper.**
- **Summary of Personal Skill Development (2 page minimum)**
  - How would you describe your greatest strengths and weaknesses as an intern?
  - What were 3 successes and 3 opportunities you experienced over the course of your internship?
  - What did you learn about the company and industry as a whole that surprised you?
  - How did this experience confirm or change your career goals while in the program?
  - **It will help to keep a weekly log of your internship experience to track the progress of your personal skill development. It is not required, but it will help when it comes time to write the final paper.**

**\*\*\*Papers must follow APA format and should use outside resources for the Company Overview. Please DO NOT use Wikipedia as a source. If you have questions about APA format, please make an appointment at the Writing Center. If you do not follow these instructions you will lose points. \*\*\***