



Student Name: _____ Internship Term: _____

Name of Organization: _____

The National Association of Colleges and Employers (NACE) has defined eight core competencies associated with career readiness.¹ Review the definitions below and answer each question to reflect on your core competencies and the growth you experienced during the internship.

1. **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. You may be able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

What have you done to develop your critical thinking and problem solving skills through this internship?

2. **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

What forms of communication have you developed during this internship? (Written memos, generated reports, spoke to a group, etc.)

3. **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

What have you experienced or done to develop teamwork and collaboration in this internship?

4. **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

How have you developed your technology skills through this internship?

¹ <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

5. **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

How or what did you do to exhibit leadership skills in this internship?

6. **Professionalism/Work Ethic:** Demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind, and can learn from mistakes.

How do you define professionalism? How did this internship shape or impact your definition?

7. **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

How has the internship impacted your future career goals?

8. **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

In what ways did the internship impact your skills in global/intercultural fluency?

The questions below are optional and help us better advise and support other students:

Is there anything else you would like to share about your internship experience?

Would you recommend this internship/organization to other students?
