

Final Reflective Report
DUE:

Student Name:

Internship Site:

- Your report will respond to **each** of the following topics. Please note that it may be helpful for you to refer to these from time to time during the semester as you write your Learning Logs. Please use the bulleted numbers as headings for each section of your report.
1. **Objectives:** Thoroughly review each of your objectives and methods and resources as outlined in the [Learning Agreement](#). Discuss how well you were able to achieve each of these and describe the methods or resources you used that helped you achieve it. Include any additional resources you used that were not known or expected at the time you wrote your learning agreement. If there were objectives that you did not accomplish, discuss why you were unable to achieve them. If relevant, report how useful the objectives were to your supervisor.
 2. **Organization Description:** Give a brief description of the organization's history, position in the community, function, and product or service. What part did your unit play in the general operation and success of the organization? Portray your relationship with your supervisor and co-workers.
 3. **Benefits of the Internship Experience:** What strengths and weaknesses have you discovered about yourself as a result of this experience? What do you see as your next step in addressing any weaknesses or applying your strengths?
 4. **Knowledge, Skills, Competencies, etc.:** In addition to those discussed in your review of the achievement of your Objectives, discuss how you have increased your knowledge, skills and competencies for your career field through this internship.
 5. **Career Development:** In what ways has this internship confirmed or modified your ideas and plans for a career? What specific skills should you continue to develop to

be successful in your chosen field? What next steps will you take to continue your development?

6. **Diversity:** In what ways can you identify how diversity was a part of your internship experience? What diversity issues do you think will affect your future as you enter your career field?

7. **Problem Solving:** Identify a problem or conflict you experienced where you were working or one that you had to solve while on your internship experience:
 1. define the problem clearly
 2. outline relevant facts surrounding the problem
 3. provide suggestions for alternatives that would address the problem
 4. describe the alternative that was applied and the outcome
 5. choose your best solution and explain why.

8. **You:** How did this internship affect your attitude toward yourself, your peers (both work and school), your career development, and pursuing further educational experience? How well did your classes within your major or general education prepare you for this internship? Was there anything you've done outside of your classroom experiences that made you feel more prepared? (sports, clubs, work, volunteering, lived experiences) What suggestions would you like to make that could benefit future students entering an internship? (Include the negative with the positive.)