

Saint Mary's University requires that all student interns report and assess their learning throughout the internship period via reflection papers. **These papers should be sent directly to the Internship Office (jbaker@smumn.edu) and to your faculty supervisor.** Your papers are reviewed as soon as we received them. This system is extremely effective in maintaining communication with you and in facilitating your own learning while you are off campus.

Four papers must be completed and submitted by the posted due dates below. Papers should be 2-3 typed pages.

Reflection Paper #1

1. Make sure you have completed the Internship Pre-Assessment form located at www.smumn.edu/internships
2. Provide the dates and hours you worked at your internship site for the current reflection period. It is recommended that you complete the time card located at www.smumn.edu/internships and submit it with your reflection paper
3. Discuss major responsibilities you have had to date. This will vary for each reflection period.
4. What are the expectations for your character (how you conduct yourself and decisions you make) and personality (how you behave and interact with others) at your internship site?
5. In regards to your internship site, explain how they are a “partner in your education.”
6. Describe your feelings, attitudes and expectations of your internship up to this point. Give reason as to why you have these feelings, attitudes and expectations.
7. Are you receiving adequate supervision on-site? Are there any problems requiring our assistance?

Reflection Paper #2

1. Provide the dates and hours you worked at your internship site for the current reflection period. It is recommended that you complete the time card located at www.smumn.edu/internships and submit it with your reflection paper.
2. Discuss major responsibilities you have had to date. This will vary for each reflection period.
3. Have you had the opportunity to use new equipment and technology at your internship site? If so, explain.
4. Describe a situation and/or exposure to a different population at your internship site that had a direct impact on your learning.
5. What has been your biggest lesson learned during the first half of your internship experience?
6. How do your daily activities and responsibilities relate to your learning agreement and your expectations about your site?
7. Are you receiving adequate supervision on-site? Are there any problems requiring our assistance?

(Continued on back)

Reflection Paper #3

1. Provide the dates and hours you worked at your internship site for the current reflection period. It is recommended that you complete the time card located at www.smumn.edu/internships and submit it with your reflection paper.
2. Discuss major responsibilities you have had to date. This will vary for each reflection period.
3. What specific skills have you developed during your internship? How are these skills developing you into a better person and worker?
4. Have you learned about new jobs or careers while at your internship? If so, what are they and what are your thoughts about them? How has your internship helped define and/or clarify your career goals/career path?
5. What were three main goals you presented in your Learning Plan? Briefly discuss your progress toward meeting those goals.
6. What has pushed you outside of your comfort zone? Or, what has been the biggest challenge you encountered to date?
7. Are you receiving adequate supervision on-site? Are there any problems requiring our assistance?

Reflection Paper #4

1. Provide the dates and hours you worked at your internship site for the current reflection period. It is recommended that you complete the time card located at www.smumn.edu/internships and submit it with your reflection paper.
2. Discuss major responsibilities you have had to date. This will vary for each reflection period.
3. In what ways have you been able to apply what you have learned in your academic coursework to your internship? Describe a situation in which you have been able to take previous classroom experiences and apply lessons learned at your internship site.
4. What was the most important thing you learned about yourself?
5. What was your greatest accomplishment or reward?
6. Based upon your internship experience, do you have a stronger sense of self-worth and self-esteem? Explain.
7. What skills or knowledge areas would you like to work on/improve upon - that you have identified during your internship experience?
8. Overall, was your internship a worthwhile experience? Explain.
9. Are you receiving adequate supervision on-site? Are there any problems requiring our assistance?
10. Complete the Internship Post-Assessment Form located at: www.smumn.edu/internships

Due Dates

	Fall Internships	Spring Internships	Summer Internships
Reflection paper #1	September 15	February 1	June 15
Reflection paper #2	October 15	March 1	July 15
Reflection paper #3	November 15	April 1	August 15 (combine questions for #3 and #4)
Reflection paper #4	December 10	May 1	None

Note: If the due date falls on a weekend, it is due the following Monday.

Note: THE PAPERS DO NOT REPLACE DEPARTMENTAL REQUIREMENTS THAT YOU HAVE SET UP WITH YOUR FACULTY SUPERVISOR.