

College of Saint Benedict/Saint John's University
Internship Program

General Questions for Intern's Final Paper

This Paper is required only if your faculty moderator(s) choose(s) it as a means of evaluation for your internship. Your faculty moderator(s) may require a different paper or different means of evaluation as outlined on your registration form. If required, this paper should be submitted directly to your faculty moderator with a copy to the internship office.

The questions below are designed to help you reflect on your internship. However, the paper is your professional summary of your internship--you don't need to use this outline. Feel free to comment on areas not listed here or to modify the outline below to fit your particular situation. Feel free to take excerpts out of your journal as well, if you have already addressed a question at an earlier date.

I. Description of Organization

1. What is the nature of the organization for which you have worked? What types of services or products do they provide? What kind of demand is there for your organization's services or products? For whom are the products or services of your organization intended? Who are the actual users of your organization's products or services?
2. Where is your sponsoring organization located? Does the location of the organization have a bearing on the kind of products and services the organization provides? The kind of individuals or customers it serves? How do you think the surrounding community would describe your organization? How would you describe the relationship between the surrounding community and your sponsoring organization?
Does your organization have a department concerned with community relations? Would you describe your organization as being socially responsible? Why or why not?
3. What does the organization's written mission statement say the organization's main goals are? Do you believe that the everyday operations of the organization effectively support the achievement of those overall goals? How often are these overall goals referred to or reevaluated by the organization? By who are they reevaluated?
4. How does this organization compare to other like organizations or organizations with similar goals or objectives? Are there areas in which you believe the organization does especially well compared to other organizations? Are there areas in which you believe there is room for significant improvement? If so, what course of action would you suggest that your sponsoring organization take?

5. How would you describe relations between the upper management of the organization for which you have worked and the other employees of the organization?
6. How would you describe the morale of employees in your sponsoring organization? What organizational personnel policies and practices do you believe have contributed to the morale and relations between management and other employees as you have described in response to the above questions?
7. What is the percentage of male employees to female employees in your organization? Are there minorities employed in your organization? Are there any employees who have disabilities of some sort? Is the percentage of women, minority, and disabled employees representative of the population in the surrounding community? Does your sponsoring organization have any affirmative action or equal opportunity policies and practices? How do you feel about those policies (or lack of such policies)? Have you observed any sexism, racism, ageism, or other discrimination against individuals or groups in your work setting? If so, how have you felt and responded in those situations?
8. Have you noticed any general differences in the work or communication styles between the sexes or between those employees who are in minority groups compared to those in majority groups within the organization? In your opinion, does your sponsoring organization seem to encourage individuals to develop their unique abilities and their own styles of communication and working with others, or are employees strongly encouraged to adopt a particular "organizational style"? What are the rewards or consequences for "being different" in your sponsoring organization?

II. Impact of the Internship on You

1. How are you different as a result of your internship experience? Was the internship a rewarding experience for you? What would you describe as the most valuable part of your internship? Why? What new knowledge did you acquire? What new skills did you acquire? Did you adopt any new attitudes? Did you learn anything you did not plan to learn? How would you describe the relationship between the theory you have studied in the classroom and what you practiced day-to-day in your internship? Are there any areas or topics you would like to study more in depth as a result of your internship? If so, why?
2. To what extent were you able to communicate or work with departments and individuals in other parts of your sponsoring organization? To what extent were you able to communicate or work with others outside your organization who work in similar or related fields? Did your exposure to other departments within the organization or to other similar organizations change your perspective of your work in any way? If so, how?

3. Were you given any leadership responsibilities during your internship? If so, what were they? How did you react in these situations? Reflect on the leadership you saw exhibited by your supervisor and other employees in your sponsoring organization. What have you learned about influence and power?

4. What challenges or difficulties did you encounter in your efforts to meet the goals outlined in your Learning Design? What did you do to overcome those challenges and difficulties? Were there dilemmas or ethical issues you had to face as a result of the work you did during your internship? If so, how did you deal with those situations? With the help of hindsight, would you do anything differently if you could? Have others in your sponsoring organization had to deal with similar dilemmas or ethical issues? If so, how have they dealt with those situations? What do you think and feel about the ways in which they have dealt with those situations?

5. How do your skills, knowledge, values, and interests match with those which were required in your internship position? How do your skills, knowledge, values, and interests match those required in general in the career area in which you want to work? How has your internship had an impact on your thoughts and expectations about the career you will seek upon graduation? What next steps do you need to take to help you accomplish your current career goals?

6. Reflect on what is important to you regarding the following job factors: geographical location, physical environment, work schedule, time available for leisure activities, wage or salary, benefits, other tangible and intangible rewards, management policies and practices, styles of supervision within an organization, job content, variety in your work, job security, an organization's overall purpose or mission, co-workers, customers or community members with whom you work, opportunities for advancement in a particular field, leadership opportunities, prestige, independence, and the ability to address social problems within the context of your job.

III. Learning Design

1. Please describe how you have met each of your goals and objectives listed in your Final Learning Design. If you have not met a goal or objective be sure to state why you were unable to do so. Discuss any other activities you participated in or knowledge you gained which were not included in your Final Learning Design as well.

IV. General Evaluation

1. Do you see a place for CSB/SJU graduates in this type of organization? Would you recommend that other CSB/SJU students consider interning in this organization? Is there anything you could have done differently to prepare yourself better before the start of your internship? If yes, what? Is there any way CSB/SJU could better prepare or support interns? How valuable were the knowledge and skills you have gained in your courses at CSB/SJU to you on your internship? How valuable were the skills and

could knowledge you gained in extracurricular activities to you on your internship? If you change anything about your education and experience at CSB/SJU, would you change anything or do anything differently?

2. What was the most important advice anyone has given you regarding your internship and why?
3. What resources did you find most helpful while searching for an internship?
4. What resources did you find most helpful while working at your internship site?
5. Please complete the Internship Profile for the Internship files so other students may benefit from your experience.
6. Please add any other comments you have regarding your internship which you would like to share.