

For the Intern: Exit Requirements Summary Paper & Reactionnaire

Instructions:

After you have completed your internship, please write a **1-page paper** summarizing your internship experience. Your **heading** should include your name, the date, the semester for which you would like to receive your grade, and the kind of internship you did, including the course number and number of credits. The **paper itself** should explain why you chose to do an internship, the duties of the internship, approximately how much time you spent on each of these duties, the number of hours and days a week you worked, what (specifically) you learned from the internship experience, and how it will help you with a career. Also, please write about whether you enjoyed your experience and what aspects you enjoyed most (or least).

Please attach or email one or two photographs of you on the job. Will you grant permission to the English Department to post the photograph(s) on the Department Web site? _____

Graduate Students: For University assessment purposes, please respond to the accompanying 7-question survey, as well as the following reactionnaire.

All Interns: Please respond to the following **questions and statements** specifically and briefly. Please type and number your answers on another sheet of paper or send them via email to dludwin@lamar.colostate.edu.

1. Name, postal address, email address, phone number(s), year in graduate or undergraduate program:
2. Name of employer & supervisor; address, phone number:
3. Your position:
4. Who hired you?
5. How did you find out about the internship?
6. Did your actual job fit the job description you and your supervisor agreed upon at the beginning of the internship?
7. What kind of supervision did you receive? Was it adequate?
8. Did you encounter any problems with your supervisor or anyone else in the organization? Did you alert anyone to these problems?

9. Explain the mistakes you made (if any). How did (or could) you avoid repeating them?
10. What compliments did you receive on the job? Who gave them?
11. List one or two things you learned from your English courses that helped you with your internship.
12. What kinds of courses or other experiences outside the English Department helped you with your internship?
13. What do you wish you'd known more about before beginning the internship?
14. Did you communicate with the internship coordinator (Deanna Ludwin) during the internship? Describe your communications. Was the coordinator helpful? Please explain.
15. Would you recommend this internship to other English students? If not, please explain.
16. Please comment on anything you haven't yet addressed (optional).
17. May we share your comments (from both the reactionnaire and paper) with other students interested in this job? May we quote positive comments in our internship communications—letters, documents, pamphlets, Web site, etc. (we may or may not use your name)?

Note: Please remind your internship supervisor to write a letter detailing your internship experience within 10 days after you complete the internship. (See "Guidelines for Internship Supervisors.")