

UST 490 Undergraduate Internship Program Final Paper Requirements

A final paper is due to your instructor on the last day of classes in the semester during which you are enrolled in UST 490. Please refer to the syllabus for other course requirements.

You are to reflect upon your internship and prepare a written summary of the learning experience. This reflection is based upon the contents of the Learning Contract and Educational Plan you and your internship supervisor completed at the start of the internship period.

Please respond to the prompts below to compose your reflection.

- What organization did you intern with? What is their mission and what services are offered?
- Is this a private, nonprofit, or public sector organization? Was this a paid or unpaid internship?
- How did you learn about this internship?
- Please describe your position including duties and responsibilities.
- What were your goals and/or learning objectives for this internship?
- What types of skills did you expect to use in this internship and what skills did you end up using or gaining?
- Did you have a special project or activity you were assigned to for this internship?
- Did you create tangible work products (memos, maps, minutes, charts, reports, spreadsheets, social media posts, etc.)? Please include an example in your reflection (insert within document or create an appendix to include at the end).
- Did you forge any new relationships? Who are they with?
- Were there any memorable moments from your internship you will remember?
- Did this internship meet your learning goals and/or objectives? Why or why not?

Your paper should be written as a summary with complete sentences, correct spelling, grammatically correct, and no less than 500 words (double spaced with size 12 font).