

Internship Written Assignments

Assignment I – Midterm (Four pages – Double Spaced)

Discuss:

- A. Goals set by your supervisor
- B. Explain in detail the responsibilities you have been assigned
- C. Discuss how you have adapted to employees and how you interface
- D. Evaluation of the experience
 - 1. Problems
 - 2. Solutions

Assignment II – Final (Six pages – Double Spaced)

Discuss:

- A. How your responsibilities have change or not changed
- B. What has been your contribution to creating, modifying your responsibilities
- C. Reflect on your preconceived notion of your assignment entering the internship and what you believe to be the case now
- D. Discuss your department/section and its contribution to the entire organization

For both assignments, you will be required to obtain the signature of your supervisor as well as your own.

Please contact your Department Chair if you have any questions.