

Final Requirements for the Professional-Writing Internship

This is it! You are close to completing your professional writing internship. Congratulations on your hard work and on the interesting issues you have raised in your weekly reports.

Be sure you arrange your ending date with your supervisor, and ask her/him to fill out the final evaluation of your work. (I'll attach the internship packet again to this email; the final evaluation forms are on the last three pages.) You might start asking your supervisor about this now as I know it's hard to pin these busy people down and get things filled out. You can scan and **email** the evaluation **or fax** it (448-8492) **or drop it on campus**—whatever is easiest for you.

Also, you'll need to drop off or email me one last report summarizing your work this summer. See the report questions below. **I'll need the report and the final evaluation from your supervisor, so** I can submit a grade for you.

Final Reflection Report

Please write **three–four pages in paragraph form**, telling me anything you want about how the internship went and what you learned. If you have clips of articles or websites where I can look at your work, please send those too. But also please address these six things as part of your report:

- 1) Please estimate the amount of time you spent at this internship: How many hours did you work in all? About how many hours each week? Were some weeks much busier than others—why? How much time did you spend working on your own and how much in an office environment? How much time did you spend writing and how much time calling or researching or doing other duties?
- 2) How will you describe your internship experience to a future employer who asks you what you gained from this internship? Also, identify three or four of your responsibilities that you would list on a resume documenting this professional experience (such as “wrote weekly press releases” or “regularly updated web content”).
- 3) Identify 2 -3 things that you found most valuable about this internship. (This may overlap with #2.)
- 4) Identify 2 - 3 things that surprised you during the internship.
- 5) What skills do you wish you had when you started this internship? Have you learned these skills now or can you take a class or IT workshop at St. Edward's to gain these skills in future semesters?
- 6) What would you tell a St. Edward's student who might have your internship in the future? What preparation would you suggest this student have? What should s/he expect in terms of challenges and workload?