

Internship Assignments

1. Assignment 1 requires students to double check that their registration is correct, including the correct course number, the correct campus registration, and the correct number of credits. This should be completed by the end of week 1.
2. Assignment 2 requires students to turn in three to five SMART goals that both the student and their mentor/supervisor agree can be accomplished during the term. (Due by the end of week 2 of the semester.)
3. Assignment 3 is a mid-term progress review where the student has to report on their progress toward the goals they've outlined at the beginning of the term and turn in a midterm grade sheet. Both of these need to be signed by the student's mentor/supervisor. (Due sometime around week 8.)

To wrap up your internship, you need to turn in:

4. A final progress review where the student reports the outcomes of the SMART goals outlined at the beginning of the term, and their supervisor writes a full review of the student's work during the term. The student will include a spreadsheet reporting final hours worked with this assignment.
5. A digital portfolio displaying the student's work during the term and setting them up to create a full professional portfolio. In addition to the student's internship work, students will be directed to include a professional resume and other sections displaying their other professional skills (such as photography, videography, or graphic design) in various ways.
 - a. In addition, please write a 2-5 page reflection on your internship. Please tell us what you learned. Questions you might address include: How did goal setting help you focus on what you wanted to achieve during the internship? What were challenges that you faced and overcame? How do you think you can apply what you learned during this internship to future courses? What do you think other students should know about doing an internship with this particular company or organization?