

Appendix E: Debriefing Report (aka After Action Report)

For this assignment, follow the instructions below. Please don't hesitate to ask us for clarification, if needed.

1. Prepare a *memo report* for your course instructor addressing the prompts below. You may use the [memo template](#) to prepare your report.
2. Use [this rubric](#) to self-assess the quality of your report.
3. Submit your *final report* to the appropriate assignment folder in Canvas by the deadline provided by your instructor.



Prompts

1. In which of the following areas (teamwork, leadership, communication, language fluency, intercultural competence, or any of the personal-professional goals you set) have you *grown the most* through your internship, language immersion experience, or marketable skills practicum? What evidence best supports this growth?
2. Where do you see the *most potential for continued growth*? How do you plan to pursue this growth? Why is this growth important to your professional career?
3. How has your internship, language immersion, or marketable skills practicum *changed or affirmed your perspective* about the work environment or the professional field you plan to enter? For example, consider the following questions: (*You need not address all of the questions below; these are simply guiding questions to help you formulate a thoughtful response.*)
 - How are you better able to understand how teams function based upon the strengths and weaknesses you observed of individual team members?
 - What was the most important lesson you learned about yourself as a leader or that you learned by observing how others lead?
 - What types of audiences and stakeholders did you communicate with in your internship, language immersion, or practicum?
 - What did you learn about adjusting to change as the result of your summer work or learning activities, particularly in light of the changes prompted by the pandemic?
 - What did you learn about how audiences' differing values, interests, positions, and job responsibilities shape the purpose, development, and delivery of the message? (Tip: if you read the BRIEF book in our BUSH 600 course, you may draw from our discussion posts to help you address this question.)
 - What did you learn about communicating with people of different linguistic and cultural backgrounds? How did you learn it?
 - What is the value or level of importance of speaking and writing in another language in the work environment you are pursuing?
4. How do you anticipate *applying what you learned* from your internship, language immersion, or marketable skills practicum in future settings, including courses and future jobs?
5. How have you *taken responsibility for your own learning* in any of these areas: teamwork, leadership, communication, language acquisition, intercultural competency or any of the personal professional goals you set?

Tips: Use your *best memo-writing skills* to prepare this debriefing report. Doing so will help you create other deliverables (resume, cover letter, job applications, individual leadership plan, ePortfolio reflections, etc.) AND will serve as evidence of strong workplace writing skills. Also, provide *compelling evidence (i.e., examples,*

explanations, narratives, etc.) that supports each point you make. The evidence is what *sets you apart* from others making the same claims. Last, remember that your memo readers (BUSH Marketable Skills advisors) are not familiar with the organization where you worked or the specific tasks you did at your internship. Please briefly explain what, where, why, and how you did what you did before explaining the details of what you learned. Hint: start with the “Big Idea,” what the organization does and for whom or what they need to accomplish and how they do it. Then move to how your work in the internship advanced that mission. For example, “Company XYZ provides services for The purpose of the department where I worked was to My job required that I The most important lessons learned on the job include”