

## ***Office For Career Development*** **Internship Final Presentation**

The internship final presentation is an opportunity for you to demonstrate what you have learned during your internship experience. It includes a summary of your personal reflections, skills learned and/or enhanced, and areas for additional development and how these relate to your internship as a learning experience.

### **The Presentation:**

The presentation should be 7-10 minutes in length. Each student will coordinate the presentation time individually with their Faculty Advisor

### **Guidelines for the Presentation**

In addition to the questions below, you may include other information you consider relevant.

#### **1. Job Description:**

- a. Review your journal and describe your duties and responsibilities.

#### **2. Work Performance:**

- a. What prior skills and coursework knowledge did you use? What new workplace skills and knowledge did you acquire?
- b. What approaches did you use on assigned tasks?
- c. What did you learn about managing your time? How did you reach deadlines?
- d. How did you resolve problems or obstacles?
- e. Was your internship site open to your ideas or suggestions? Did they implement them?
- f. What was your greatest accomplishment?

#### **3. Personal Reflections:**

- a. What impact did this experience have on your academic/personal/career/professional growth?
- b. Have your goals changed or been reinforced as a result of your internship experience?
- c. How would you describe your ability to develop effective relationships with co-workers and supervisors? How did you accept constructive feedback?
- d. How will you apply what you learned in the future?

#### **4. Goal Statement:**

- a. In what ways did you meet your personal expectations, goals and learning objectives stated on your Internship Agreement/Contract? What goal/s have you established as a result of the internship experience?

### **Attire**

You are expected to dress in professional business attire for your presentation.

\*A final paper can be submitted in lieu of the group presentation, if approved by your internship faculty advisor and Career Development staff. Your paper should be a minimum of three pages if you are enrolled in a one unit internship, five pages if you are enrolled in two units, and seven pages if you are enrolled in three units. The paper should be written in 12pt. font and double spaced.