

GRADUATE INTERNSHIP COMPLETION REPORT

Name (print): _____ **Semester:** _____
Internship Provider: _____ **Supervisor:** _____
Faculty Coordinator: _____ **Total Hours Logged:** _____

NOTE: This Internship Completion Report, Final Monthly Log Sheet, Journal, and a copy of the Thank You Note sent to your internship provider are to be submitted to the Internship Coordinator by 4:30 p.m. on the last day of classes (not the last day of finals). Failure to meet this deadline may result in a grade of “F” for the course.

1. Briefly describe the company for which you worked.
2. Describe the Department or Division in which you worked (if applicable).
3. Describe your direct supervisor (background, title, and responsibilities).
4. Were you involved in meaningful activities and learning opportunities?
5. Describe in brief your primary responsibilities and/or activities.
6. Briefly explain your supervisor’s attitude toward you as an intern.
7. Was your supervisor accessible to answer your questions?
8. Did your supervisor provide meaningful feedback and assessment of your work?
9. What are some of the major things you learned during your internship?

10. What MRAT courses were beneficial for this internship?

11. What undergraduate courses or non-MFA courses were particularly helpful?

12. Did you feel that your experiences in the MFA program have adequately prepared you for your internship? If not, what would have prepared you better?

13. What other experiences helped prepare you for your internship, if any? (Other MTSU classes/experiences, professional experience, life experiences, etc.)

14. Will you continue to work with your internship company? If so, in what capacity?

15. What is your greatest criticism of your internship employer, supervisor, and/or opportunity?

16. What was the best benefit of your internship employer, supervisor, and/or opportunity?

17. Would you recommend this internship to other students? _____ Yes _____ No

18. What advice would you give other graduate students regarding this internship?

19. Please provide any additional comments or opinions regarding your internship.

20. Reflection Report: Referring to your journal and monthly logs, write a report that reflects upon the following:
- I: Goal Achievement: Provide a brief explanation of how your internship goals were or were not met. What would you have done differently if given the opportunity and what you have changed about your internship situation?
 - II: Before and After: Compare and contrast what you thought you knew and understood about your field before the internship, with how you think about the same topics now. How did your view of the profession mature as a result of this experience?
 - III: Internship Value: Briefly describe what was valuable about the internship experience. How did this experience reinforce your knowledge and skill set? How did the internship prepare you for the next step in your career? What benefits did you gain from doing this internship?
 - IV: Learning Statement: What specifically did you learn from your internship experience? This is an essential element for assessment of your understanding and progress. Therefore, it is critical that you provide some meaningful feedback about what you learned from this experience.
 - Be thorough and detailed enough so I can understand it without further explanation.
 - Reports for 3-4 hour internships must be computer prepared and 2-3 pages in length
 - Reports for 5-6 hour internships must be computer prepared and 4-6 pages in length
21. Do you want this report to remain confidential? _____ Yes _____ No

DO NOT FORGET TO TURN IN YOUR JOURNAL!