

MRAT 6360 GRADUATE INTERNSHIP COURSE MATERIALS

MRAT Internship Website: <http://riminternships.mtsu.edu/?page=MI6-22-11>

GOALS STATEMENT: (included on the 2nd page of application)

- Prepare a goals statement that details the following:
 1. Why do you want to intern in general?
 2. What specific area of the industry do you want to intern and why?
 3. What are your career goals for after graduation and long-term?
 4. What specific learning outcomes you wish to achieve?
- Please be detailed and specific. You will be required to measure the achievement of these goals at the end of the semester.

INTERNSHIP APPLICATION PROCESS & MATERIALS:

- Fully completed MRAT 6360 Internship Application (available on the website)
- Updated resume
- Current list of references
- Bring these materials to your interview with the MFA Internship Coordinator (Dan Pfeifer)
- You will need Dan's signature to obtain a POD to register for the course
- You can register for the course after receiving your POD

INTERNSHIP CONFIRMATION FORM:

- Once you are accepted by an internship provider, complete a MRAT 6360 Confirmation Form (available on the website)
- This form should be filled out, signed, & dated by you and your provider
- Make a copy for yourself and submit the form by the stated deadline

MONTHLY LOGS OF DAILY ACTIVITIES:

- You are required to keep a Monthly Log of Daily Activities one you start interning.
- These logs are to provide a brief description of your daily activities and hours, as well as show the total hours worked during that month. (Available on the website)
- These logs are to be signed by you and the internship provider prior to submission
- Make a copy for yourself and submit the log by the stated deadline
- These logs are due within 5 working days after the end of each month
- The log for your final month of work is due with the final internship materials.
- A blank monthly log sheet is available as a Excel and .pdf file on the website

JOURNAL:

- Write a journal entry for each day of work performed as an intern. This journal should recap the day's activities and contain a statement of what you learned each day. Be detailed enough to capture the information for someone reading it later will understand your experience.
- Your monthly logs will contain information regarding hours worked, so that doesn't need to be detailed here.
- You will use this journal to write your final report and will turn it in with your final internship materials at the end of the term.

INTERNSHIP COMPLETION REPORT:

- At the end of the term, you are to complete the Internship Completion Report
- The Internship Completion Report is available as a Word and .pdf file on the website
- As part of this Completion Report, 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

THANK YOU NOTE:

- At the end of the term, please send a Thank You Note to your internship provider.
- Make a copy and submit it with your final internship materials.

FINAL SUBMISSION:

- All final internship materials are due by 4:30pm on the last day of class.