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**Professional Reflection Paper Requirements**

*►If this is your first time participating in an internship with this employer*, you will prepare **a 6 page typewritten Reflection Paper** which should include the following**:**

1. A brief explanation of the specific tasks, responsibilities that were performed.
2. An appraisal of the fulfillment of your stated objectives and/or expectations.
3. Discussion of measurable improvement of skills as listed on the Initial and Final assessment.
4. Commentary on how your academic preparation related to your work experience.
5. Commentary on how you have observed diversity at your work setting.
6. Summarize above reflections and discuss how they will impact your career decisions.

*►If you are continuing your internship at the same site you have interned* and *received credit during a previous semester*, you will be required to prepare an ***alternative Professional Reflection Paper***. Information for the Alternative Reflection Paper can be found on Blackboard-Handbook & Assignments.

The purpose of these reflection papers is to have written documentation of your experience, provide an opportunity to reflect upon your experience and to be used as a tool to assist in future interviews or discussion of the internship experience.

**Summary of Internship Requirements:**

The Elmhurst College Internship Program enables the student to set goals for their professional experience, learn about diversity in the workplace, and evaluate the development of key skill areas through assigned tasks/projects. The student will finish the experience with a better sense of their personal, professional and cultural beliefs. They will have a completed pre and post self- assessments, informative group meetings, and a final Professional Reflection Paper.