

[Control Version]

Reflecting on Your Internship

This reflection activity is designed to help you think about your experiences in your internship. Reflection can help us become more aware of our thoughts, feelings, actions, etc. For instance, imagine that you are reflecting on a team meeting. You might realize that you were so overwhelmed by all of the information being discussed that you forgot to ask an important question about a project you have been working on.

Think about some things that happened in your internship this week, such as tasks that you completed, skills you are trying to learn, problems that came up, and conversations that you had with peers or supervisors, etc. Choose one to focus on that you think is interesting or puzzling in some way. Please do not share information that you think will be embarrassing or that would be damaging for you to share.

Reflection Question #1

Consider the particular instance that you have chosen.

What happened?

Tell in a few sentences what happened or what was going on and who was involved.

For example: "I felt confused and anxious about an important work project this week. I had to read a big report and create a slideshow presentation about it for a team meeting. I've made presentations for school before and I am pretty good at that, but I had never created a slide deck for work before and I wasn't sure how to structure it or what information to include."

My reflection (write three or more sentences):

Reflection Question #2

Try to recall and describe how you thought and felt about what happened.

For example, did you feel confident? or confused? Or unmotivated? or didn't know what came next? or prepared to take something on? or lead?

Describe it as fully as possible to help you understand what was going on for you.

For example: "I was overwhelmed by the task and wasn't sure how to get started. That made me anxious and so I just kept putting it off all week. Every time I thought about it, I got a little bit of a stomach ache. I know that I'm good at making slides look nice, so eventually, I started working on choosing themes and layouts for the slideshow. But because I was avoiding the rest of the task, I didn't have a deep understanding of the actual information that I was supposed to be summarizing in my presentation."

My reflection (write three or more sentences):

Reflection Question #3

How would you evaluate your thinking; feelings; actions; motivation; knowledge?

In what ways did your actions work well? ...not work so well?

For example: "I'm glad that I finally got started by working on the visual design of the slides. But procrastinating on the substance of the presentation wasn't a good idea – I didn't leave myself enough time to finish the task properly. I ended up having to rush to complete it in the hours before I was scheduled to present, and my supervisor wasn't available to answer my questions because it was so last-minute."

My reflection (write three or more sentences):

Reflection Question #4

Now that you have had the opportunity to reflect, **has your thinking or feeling about this instance stayed the same, or has it changed at all?** If it has changed, in what ways?

My reflection (write three or more sentences):

Reflection Question #5

Could you see yourself using a reflection exercise like this at work in the future? If so, how would you use it? If not, why not?

My reflection (write three or more sentences):

Reflection Question #6

Is there anything else you would like to add?