[Intervention 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 aware of and manage our thoughts, feelings, actions, etc. It can also help us to identify changes that we can make to our behaviors and to the context around us to improve our learning and work performance. For instance, imagine that you are reflecting on a team meeting and 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. Recognizing this, you might choose to write down your questions in advance of the next team meeting so you don't forget to bring them up, or request separate one-on-one time with your supervisor to discuss questions that are specific to your work.

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, 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):

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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):

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Reflection Question #4

Is there anything that you did to manage your thinking; feelings; actions; motivation; knowledge?

How did that go? What else might you have done?

For example: "Toward the end of the week, I did devote longer stretches of time to the project and tried to really dig into the work. I started to get a sense of what was being asked of me, and I felt better at those moments. But then I found myself getting distracted and pulled toward other tasks that felt easier to complete, instead of staying with this project even though it was difficult."

My reflection (write three or more sentences):

Reflection Question #5

Consider the environment including your mentor/supervisor/others in the workplace and their connection to this instance.

What are ways that support from them might be helpful?

What are ways that you can communicate your needs for support?

For example: "I can try asking my supervisor to give me some interim deadlines or check-in points. This will encourage me to get started sooner and catch any places where I am feeling stuck while I still have time to ask for help. I can then post a timeline to the wall next to my computer so that I am reminded of the different aspects of the project and each of the due dates."

My reflection (write three or more sentences):

Reflection Question #6

What did you learn that helps you plan for the next time a similar situation arises?

What advice do you have for yourself for next time? What can you ask for from others to help you to do a good job?

For example: "Next time I have a big work assignment like this, I'll get started sooner so that I have time to break the project into chunks and get help along the way. I can also pay attention to my body and how I'm feeling. This will help me recognize if I am worried about a project, and I can stop and figure out what's making me feel that way. Finally, I know that fresh air and movement can help when I'm feeling anxious. If I'm having a hard time with something I'm working on, I can invite a team member to take a walk with me and brainstorm together."

My reflection (write three or more sentences):