

LOCAL DEVELOPMENT

How to write the INTERNSHIP REFLECTIVE REPORT

An internship reflective report is a form of *reflective writing* that allows you to document the ways in which your internship experience helped you *develop new skills, learn new concepts* and *apply your knowledge in a professional setting*. Writing a reflective essay allows you to *evaluate your experiences and relate them to your development*. This demonstrates your ability to evaluate your own performance and apply what you learned to your future achievement.

An internship reflection essay should follow a basic essay structure that allows you to briefly describe the nature of the internship, how your experience helped you achieved your goals, how your contributions added to the organization and how your experience will apply to your academic or professional growth and achievement.

The structure of the internship reflective report is the following:

1. INTRODUCTION - Company information and Internship description

- ✓ *Where* you completed your internship: your report should include a relevant history of the hosting institution. Include information like the date it was founded, the business's purpose or mission statement, the types of tasks the company completes daily and any other relevant details. Context gives the reader a clearer understanding of your experience.
- ✓ *Your role/position and responsibilities* in the internship: describe your position and responsibilities as an intern with the company, motivation and personal objectives, the general and specific aims of the internship, the planning of the internship, materials and methods, results, analysis; the daily activities you completed.

2. REFLECTION ON ACTION

Report of what exactly you did or what happened, what methods you used and evaluate your performance. How well did you do? How did you feel? Report of what was good/bad, easy/difficult, pleasant/unpleasant, successful/unsuccessful...

- ✓ Discuss what you learned and the skills you developed: describe the specific things you learned and the skills or methodology you cultivated.
- ✓ Relate these skills back to your educational experiences.
- ✓ Comparison and contrast of your experiences: detail specific experiences within the organization that contributed to your development and how these tasks contributed to the organization.

3. ONGOING CONSIDERATIONS

Briefly describe how your overall experience will contribute to your academic growth and future goals. For instance, give examples of new skills you learned and how you will apply them in future projects. Relate your internship experience with succeeding in your education training. Your conclusion should make a definitive connection between changes, improvements or developments you made during your experience with your current studies.

It can also be useful to consider the skills or experiences that you would still like to develop. For example, if you wish you had been able to get more direct field experience, discuss that. If you had hoped to be more involved in the technical aspect of the business, you could mention that as well. This process gives you insight into things you want to continue working on in your future positions. *Guiding questions can be: "what skills from my academic educational programme have I applied during this internship?", "what new skills have I learned?", "what is the meaning of the internship for my academic education and my future?"; identification of any gaps (what was positively working and what was not with the hosting organisation/regarding the activities); suggestions for improvement (what would you change in the experience, if you could do it?)*

4. Acknowledgements: eventual donors/funds, colleagues/friends whose help was significant, local people at the hosting organization the student wants to mention, etc.

5. Bibliography

6. Annexes: any reports or other documents (e.g. developed questionnaire, interview protocol, brochure, ...) written during the internship.

Maintain a professional method of communication and carefully proofread your report before submitting it!

Editing rules:

The internship report is expected to be a document (max 3000 words).

Front page containing the following elements (template on Moodle):

- "Internship report, Local Development"
- academic year 20XX – 20XX
- a title that mentions at least the name and location of the internship organization
- student full name and student number
- Internship Academic Tutor full name
- Company Tutor full name