### Reflection Guide for Students

**Congratulations on securing your internship!**

Your on-campus internship provides an excellent opportunity for you to apply your academic skills in a workplace setting while also developing new skills.

**Use this guide to reflect on your internship experience, what you’re learning, and the connections to your courses and your future goals.**

**Supervisor-Intern Reflection Prompts**

At least twice during your internship, your supervisor will ask you the following questions:

1. What are you learning here that will help in your schoolwork?
2. What are you learning in your schoolwork that helps you in this role?
3. What are you learning that will help in your future career?

*Tip: Students who prepare their answers in advance find they have more productive conversations with their supervisor.*

**Additional Reflection Questions**

* Aim to answer one question per week.
* The answers to these questions will help you reflect on your skill development and achievements and provide great fodder for your resume and interviews.
* Feel free to answer the same question multiple times throughout your internship.
* Your answers are private unless you choose to share them.

*Tip: If you find yourself getting stuck, that’s a great time to either unpack the question with your supervisor, a career advisor, or a mentor.*

1. **What do you hope to learn in this internship?**

1. **What are you most curious about as you begin this internship?**

This could be about the work itself, the people you’ll meet, or what it’s like to work in this kind of setting.

* + 1. What’s one way you can explore your curiosity further?
    2. What’s one way you can exhibit curiosity to your supervisor?

1. **What strengths are you bringing into this role, and what’s one skill you hope to grow?**

1. **Reflect on the professionals who work in the office where you are interning.** 
   1. Who is doing work you find interesting? What about that work interests you?
   2. Who is doing work you find boring or tedious? Why do you feel that way?
   3. What do your answers to questions (a) and (b) tell you about the kind of work that excites or interests you?
   4. BONUS: Schedule a 30-minute meeting with the person whose work is interesting and ask them more about their work, what they studied, and about their career journey.

1. **Reflect on the role of communication in your internship.** 
   1. Describe a situation where communication was especially important. What was being communicated, and why did it matter?
   2. Think of a time when you appreciated how something was communicated to you — either in writing or in person. What made it effective?
   3. Have you experienced a communication breakdown during your internship? What happened, and how might that situation have gone differently with clearer communication?

1. **Review the career readiness competencies that your supervisor identified in the internship job description and** [**familiarize yourself with the descriptions of these competencies.**](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/) **Choose the competency where you feel the strongest.**
   1. Identify 1-3 ways you use that competency in your schoolwork.
   2. Identify 1-3 ways you use that competency in your internship.
   3. What about this work do you enjoy?
   4. What about this work do you dislike or find challenging?

1. **Review the career readiness competencies that your supervisor identified in the internship job description and** [**familiarize yourself with the descriptions of these competencies.**](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/) **Choose the competency where you feel the weakest.**
   1. Identify 1-3 ways you use that competency in your schoolwork.
   2. Identify 1-3 ways you use that competency in your internship.
   3. What about this work do you enjoy?
   4. What about this work do you dislike or find challenging?
   5. Name 1-2 ways you could strengthen this competency.

1. **Describe a moment when you received feedback.** 
   1. How did you respond?
   2. What did you learn about yourself?
   3. How might you apply that feedback going forward?

1. **What’s one challenge you’ve faced during this internship, and how did you handle it?** 
   1. Describe the context of the challenge. What was challenging for you?
   2. What skills or strategies did you use to navigate it?
   3. Would you handle it differently next time?

1. **Describe a time you took initiative.** 
   * 1. What did you do that went beyond your assigned tasks?
     2. What motivated you to act?
     3. What was the outcome?
     4. How did it feel to take ownership of that action?

1. **Think about how you’ve demonstrated professionalism during your internship.** 
   * 1. What are 1–2 examples of times when you acted professionally in this role?
     2. Have there been any moments where you struggled with accountability, time management, or communication? What did you learn?
     3. How has your understanding of professionalism changed since starting this internship?

1. **Think about a time during your internship when you had to ask for help.** 
   * 1. What were you struggling with, and why did you decide to seek support?
     2. Who did you ask, and how did you approach the conversation?
     3. What did you learn from the guidance you received?
     4. How will you approach similar situations in the future?

1. **Reflect on how this internship is helping you manage your career path.** 
   * 1. What have you learned about your interests, values, or strengths through this experience?
     2. Has this experience changed the way you think about your major, your future career, or the kinds of environments you want to work in?
     3. What next steps do you want to take in your career development (e.g., networking, exploring roles, building skills)?

1. **Describe an accomplishment you achieved during your internship.**

This may include a project you completed, a new idea or initiative your pitched that was accepted, or something similar.

* + 1. Describe the context of the specific situation. What was going on at the time? What were you asked to do?
    2. What were the specific actions you took? Document the steps you took (this is specifically about your work, not your team’s work).
    3. What was the result of your actions? What difference did your participation make?