

## **Guide to the Marymount University Internship Reflective Paper for Graphic Design Majors**

*What is the Marymount University Internship Journal?*

The internship reflective paper should be a compilation of your learning experiences during your internship semester. Consequently, it is a good idea to keep weekly notes of what tasks you were given and how you accomplished these jobs. Remember, the paper needs to be typed on a computer and will be saved by your intern advisor/mentor.

The journal also gives you an opportunity to reflect on how your classroom knowledge aided you in being successful in the internship and what more study could have been done to prepare you for this work experience.

***Your journal should answer the following types of questions:***

What were some specific new experiences you had during the internship that increased your knowledge of your major and the field of graphic design?

How did you feel about working under deadlines?

Describe your daily or routine tasks.

Describe projects you were assigned or assisted with.

Were you allowed to sit in on planning meetings for projects?

Were the tasks assigned to you challenging and interesting?

Did you feel that your oral and written communication skills were adequate for this job?

Did you have the necessary software skills to work with their computer system and perform the tasks expected of you?

Did you receive any training at the beginning of your internship?

What was the office environment like? Were people helpful? Was the environment conducive to letting you get your job done?

Did someone supervise your work directly? How did you respond to that supervision?

Did your supervisor encourage you to pursue new ways of doing the tasks assigned?

Do you think you may be interested in continuing to work for this or a similar company?

Any additional items you would like to report on?

***Each internship is a unique experience please be as specific as possible to your internship***