

## Summer 2013 Internship Report

|  |
| --- |
| Student Information |

Name:

Degree:

Class of:

|  |
| --- |
| Internship Information |

### Organization:

Department:

Street Address:

City:      State:      Zip:

Country:

Supervisor Name:

Supervisor Title:

Supervisor Email:

Supervisor Phone:

Sector:

Salary:

How did you find internship:

(Career Services, Personal Network, Cold Calling, Faculty, WDI/NPM, etc)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internship Ratings | | | | |
| Check appropriate box | *Excellent* | *Good* | *Fair* | *Poor* |
| Selection process |  |  |  |  |
| Work environment |  |  |  |  |
| Overall fit with career goals |  |  |  |  |
| Overall rating of internship |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internship Ratings | | | | |
| Check appropriate box | *Always* | *Usually* | *Rarely* | *Never* |
| I was assigned meaningful tasks. |  |  |  |  |
| Concepts learned during the first year were relevant to my internship assignments (e.g., from public management, economics, etc.) |  |  |  |  |
| I used tools of economic and political analysis during my internship (e.g., performing program and data evaluation, cost-benefit analysis, or policy analysis.) |  |  |  |  |
| I utilized practical skills needed in the workforce (e.g., oral and written communication skills, work in teams, presentation skills, etc.) |  |  |  |  |
| I was encouraged to participate in professional development activities (brown bag lunches, conferences, training sessions, etc.) |  |  |  |  |
| My internship assignments were relevant to my interests. |  |  |  |  |
| I received the quality of supervision that I wanted. |  |  |  |  |

|  |
| --- |
| Reflective Essay Questions |

Please note that this report will be published on the CTools site and made available to current students interested in learning about potential internship opportunities. In addition, your response to the first question will be compiled into a document for public distribution to faculty, staff, and both current and prospective students. The gray boxes below will expand as needed for your responses. Finally, it is important to note that this document will not check for spelling errors. Please do a spell check on your own.

1. Use the space below to summarize your summer internship responsibilities in a short paragraph. This summary should address the following: a.) the organization you worked for (including its mission, if not obvious); b.)internship objectives/major projects worked on and how you spent your days; c.) the findings of your work, internship deliverable and/or primary accomplishment(s).

1. In what ways did you apply the skills and information taught in the first year curriculum? What Ford School, or non-Ford, classes were particularly helpful in preparing you for your internship? How were they helpful?

1. What did you learn about yourself in terms of your work preferences (i.e., need for structure, interaction with others, level of supervision?

1. What obstacles or frustrations did you encounter during your internship? How did you or did you not address these? What did you learn about yourself in the process?

1. What skills and/or knowledge were required in your internship that you did not have? Are there classes you wish you could/would have taken before your internship? What will you do in the coming year to address these gaps and make yourself more marketable upon graduation?

1. In what ways did your work add value to the organization?

1. In what ways has your internship clarified, confused or changed your career goals?

1. What professional development activities did you participate in or pursue during your internship? What were the specific activities you chose to attend or engage in this summer?

### Due

|  |
| --- |
| Employer Development |

### During your internship search, what other organizations did you consider and/or apply to? During your internship what other organizations did you come across that might be of interest to other Ford School students? Please provide as much information as possible (name, contact name and information, website, etc.)

|  |
| --- |
| Due Date & Upload Instructions |

**Internship reports are due by** Monday, September 9**.**

# Submit your report by uploading it to the [Graduate Career Services CTools site](https://ctools.umich.edu/portal). Please save the file to your computer as either a Word document or a PDF with the title in this format: Employer Name (Your Last Name, Year of Internship) example: Office of Management and Budget (Smith, 11). Spell out full titles of agencies (no acronyms.) To upload, click on “Resources,” then “Internship Reports,” then select the sector of your internship. Next to the “2013” folder, click the drop down arrow next to “Add” and choose “Upload Files.” Browse your computer to find your file. Under “Email Notification,” please do not choose to notify everyone by email (leave at default). Then click “Upload Files Now.” If you have any questions about this process, please email Amy Johnson at [amycjohn@umich.edu](mailto:amycjohn@umich.edu).