



## Curricular Practical Training Completion Form

(Regular/elective internships only. Not PCIP or required internships)

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Major \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Anticipated Date of Graduation (month/year) \_\_\_\_\_ / \_\_\_\_\_

Company/Program Name: \_\_\_\_\_

Address \_\_\_\_\_

Address of activity if different \_\_\_\_\_

Supervisor/Sponsor Name & Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Part Time or Full Time: \_\_\_\_\_ *\*\* Part-time is 20 hours or less per week.*

### Reflection Paper

Complete a one-page reflection paper (single-spaced 500 words) addressing the following:

- Describe the nature of the organization for which you worked
- Describe your responsibilities as an intern. (Do not include proprietary/private employer data.)
- Describe your goals for the internship (from Learning Agreement) and if each were accomplished.
- Describe how your academic coursework or experiences in the classroom were used in your internship, and how your internship experience will enhance your academic experience moving forward.
- What were some challenges and memorable experiences?
- What impact did this experience have on your career/educational goals?
- Would you recommend this internship to another student?

Student:

Completion of this Reflection Paper is certification that you completed the internship as authorized and for which you received a Transcript Notification. Attach your reflection paper to this form and submit it to your academic advisor for review.

#### Academic Advisor Review:

I have read this reflection paper concerning the internship noted above. The student (has / has not) addressed the reflection criteria listed above.

- The student has satisfactorily completed the required reflection paper. Valuable lessons have been learned and significant insights into the working world have been gained.
- The student did not satisfactorily complete the required reflection paper

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please forward to Registrar for final disposition. Thank you.