

Missouri Western State University
Steven L. Craig School of Business

Reflection Paper and Presentation Guidelines

Format: Papers should be five to ten pages, typed, double-spaced, with headings indicating each section. Reflection papers should be submitted on Canvas. Presentations should be 12-15 minutes orally communicating the same sections included in your reflection papers. Presentations should be professional, free of grammar, spelling and formatting errors. The presentations should be recorded and uploaded on Canvas.

Grade: Based on content (thorough and thoughtful) as well as grammar and mechanics (spelling, paragraph development, etc.)

Plagiarism: DO NOT copy and paste information about the company. All citations should be in APA format.

Content: Please include the following sections and topics.

- 1. Overview of company and work environment**
Discuss the history of the company and its present situation. How many offices/locations/plants does the company have? How many employees work for the company? What is the company mission/hierarchy structure/atmosphere? What are the major products or services?
- 2. Description of your internship**
What department did you work in? How many hours per week did you generally work? Who was your supervisor? What were your regular duties? Describe any special projects.
- 3. Learning Objectives**
List your Learning Objectives and discuss each one: Was the objective met? If so, provide examples to illustrate how it was met. If an objective was not fulfilled, discuss what happened.
- 4. Applied Learning**
How do the classes you have taken relate to your internship? What specific classes helped you? Explain how the class helped. Conversely, did the internship help you understand some of your classes this semester? Again, explain how. Be specific and give examples.
- 5. Personal Growth**
How have you matured this semester as a result of the internship? Be specific. Give examples.
- 6. Pros/Cons of Internship Experience**
What are the most positive aspects of your internship and of the Internship Program? How could your internship and/or the Craig School of Business's internship program have been improved?
- 7. Other**
Use this section to make any other relevant observations.