

## Western University, Faculty of Arts & Humanities ARTHUM 3000A/B/Y – 3001A/B

### INTERNSHIP FINAL REFLECTION

Students enrolled in the Arts and Humanities Internship Program (AHIP) must complete an assignment in which they reflect on their internship experiences. Your reflection will be posted on the [AHIP website](#) and may appear on other promotional pages.

You have two options: you can create a short **video** OR a **written reflection**. Please read the instructions below carefully before getting started.

Submit your assignment to the [AHIP site](#) in OWL Brightspace. Click the Assessments tab in the navbar, then [Assignments](#). If this is your first 0.5-credit internship or a 1.0-credit internship, upload your assignment to the “[First Internship \(0.5 or 1.0 credit\)](#)” assignment page. If this is your second 0.5-credit internship upload it to the “[Second Internship \(0.5 credit\)](#)” assignment page.

Follow the instructions on the site to upload your assignment. Make sure you receive confirmation that your submission has been uploaded and save the email confirmation OWL will send you.

#### OPTION 1: VIDEO REFLECTION

Create a short video (3 minutes maximum) that briefly tells the story of your internship and reflects on what you learned.

#### Required Information:

At the beginning of the video, you must state:

- Your name.
- Year of study and program.
- Where and when you did your internship and what your title was.
- What your primary role was, giving a brief description of your responsibilities.

#### Topics of Discussion:

- **Required:** Discuss briefly what you learned personally and professionally from this internship using at least two of the following prompts:
- **Choose at least 2:**
  - What did your internship teach you about yourself?
  - What is an experience you had in the internship that stands out, and why?
  - How will this internship help you in the future (job market, graduate school, volunteer work, etc.)?
  - What is a challenge that you faced during your internship? Did you overcome it?
  - What in your internship pleasantly surprised you?
  - What is one piece of advice you would give to students who are thinking about doing an internship?

**Note:** Don't answer these questions like a Q&A in your video; instead, incorporate them into the story you're telling.

**Other Requirements:**

- Provide a headshot of you that we can post along with your video.
- **Release Form:** You **MUST** sign and send back the [Video Release Form](#). If any other people appear in your video, **each person** must also fill out the form. Scan the form(s) or deliver it in-person to Stevenson Hall 3153.
- **Special Permission:** If you take photos or video in your workplace and/or it shows any of the work you're doing, make sure that you have permission from your supervisor.

**Tips:**

- Film your video in **landscape mode** (i.e. hold your phone sideways, not straight up).
- Check your **background** (which should be clear and free from distractions), optimize **sound** (film in a quiet place where you can be heard clearly), and adjust the **lighting** (film in a well-lit room or outdoors).
- Avoid wearing clothes with a busy print or large logos.
- Sometimes it is easier to record each question as a **separate video** and then edit them together ([Canva](#) has a free video editing feature).
- Use the **camera on the back of your phone**, not the front. Usually, the back camera produces better quality videos.
- Create **talking points** (rather than writing out a script), writing short bullet points as prompts under each of your questions.
- Use **wording from your answers**. For example, if you are answering the question "What is a challenge you faced during your internship," you would start your answer with, "A challenge I faced during my internship was...."

[Before getting started, view example video internship reflections here.](#)

## OPTION 2: WRITTEN REFLECTION

Write a written reflection (750 to 1000 words) that briefly tells the story of your internship experience and what you learned.

**Required Information:**

At the beginning of your written reflection, you must state:

- Your name.
- Year of study and program.
- Where and when you did your internship and what your title was.
- What your primary role was, giving a brief description of your responsibilities.

**Topics of Discussion:**

- **Required:** Discuss briefly what you learned personally and professionally from this internship using at least two of the following prompts:
- **Choose at least 2:**
  - What did your internship teach you about yourself?

- What is an experience you had in the internship that stands out, and why?
- How will this internship help you in the future (job market, graduate school, volunteer work, etc.)?
- What is a challenge that you faced during your internship? Did you overcome it?
- What in your internship pleasantly surprised you?
- What is one piece of advice you would give to students who are thinking about doing an internship?

**Note:** Don't answer these questions like a Q&A in your video; instead, incorporate them into the story you're telling.

#### **Other Requirements:**

- Provide a headshot of you that we can post along with the blog.
- Submit 1-3 photos of you during your internship or photos that are relevant to what you're discussing in your reflection.
- The reflection must have a creative title that encapsulates the content (i.e. don't call it "Internship Reflection").
- **Release Form:** You **MUST** sign and send back the [Photo Release Form](#). If any other people appear in your video, **each person** must also fill out the form. Scan the form(s) or deliver it in-person to Stevenson Hall 3153.
- **Special Permission:** If you take photos or video in your workplace and/or it shows any of the work you're doing, make sure that you have permission from your supervisor.

#### **Tips:**

- Don't simply write answers to the questions. Engage the reader by **telling a story** that describes your internship, focusing on your thoughts, emotions, experiences, etc.
- Get creative! Tell your story the way you want and include details and anecdotes wherever possible.
- Use photos to visually show readers what you're describing.

[Before getting started, view example written internship reflections here.](#)