

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

## **FINAL REPORT (STUDENT)**

To complete your credit in the Arts & Humanities Internship Program (AHIP), you must write a final report detailing your experience and its relation to your coursework and program of study. The report will be graded Pass/Fail. Please complete this assignment by the due date given in the email the ELS sent you to confirm enrollment in the internship course.

Submit your completed 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 this form and your report to the “[First Internship \(0.5 or 1.0 credit\)](#)” assignment page. If this is your second 0.5-credit internship upload them 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. Paper copies will not be accepted.

STUDENT and INTERNSHIP INFORMATION	
Student Name	
Organization Name	
Job Title	
Supervisor Name	

## **FINAL REPORT INSTRUCTIONS**

Please read the following instructions carefully and contact the Experiential Learning Specialist if you have any questions.

### **Formatting Guidelines**

- [MLA format](#)
- 1800 – 2000 words
- Double spaced, using Arial, Times New Roman, or equivalent 12-point font

## **REQUIRED REPORT CONTENT**

## **Section 1 – Description of Work Experience**

Provide a brief summary of the company and your internship position. Your summary should include, but is not limited to, the following:

- General overview of the organization, including any pertinent company history, structure, sectors served, products/services offered
- Description of the internship role and associated responsibilities and the role's connection to the overall function of the company (If it's available, include the organization's official internship role description as an appendix item.)
- Any major events, projects, or activities completed during the internship

## **Section 2 – Expectations and Challenges**

Consider the expectations that you had about the internship. In this section, you should list your intended learning outcomes of the experience and an explanation of how your learning goals may have changed throughout the duration of the experience, if applicable. Use the following questions to guide your reflection:

- Was the internship what you expected?
- To what degree do you believe that you were successful in achieving your learning outcomes during the internship?
- What was the most positive thing about your experience?
- What challenges did you encounter, if any, and how did you overcome these?

## **Section 3 – Personal and Professional Development**

Reflect on the impact the internship experience has had on both your personal and professional development. Use the following considerations/questions to guide your reflection:

- Describe how the internship has contributed to your personal development. For example, what personal qualities have you discovered or enhanced during the internship? How do you anticipate that these qualities will affect you in the future (e.g., career and/or academic aspirations)?
- Describe how the internship has contributed to your professional development. For example, what have you learned about your working style and professional skills, particularly the [transferable/soft skills](#) students develop in the arts and humanities?
- In what ways do you anticipate that the skills you've developed will help you in the future (e.g., career and/or academic aspirations)?
- Discuss the personal qualities and professional skills that you feel you will need to develop before entering the workforce and describe your plan to develop them.

## **Section 4 – Academic Development**

Consider the applicability of your internship experience to your program of study and the influence of your personal, professional, and academic accomplishments to date on your plans for the future. Describe your academic field so that the reader can contextualize your learning. How have you applied concepts and/or theories covered through your program of study throughout your internship experience? Provide scholarly references to support your explanation.

If you did not have the opportunity to apply concepts or theories from past coursework, consider what opportunities exist to apply concepts or theories covered in your program of study to future workplace environments. Both direct and indirect applications may be considered. For example, perhaps a particular competency gained through the examination of a concept or theory in your program of study will be of use within a workplace environment: examine this connection and provide appropriate scholarly references to support your explanation.

### Section 5 – Appendix

At the end of your report, please include the internship role description from the company, if available, and a photo of your experience (optional) with a short testimonial (150 – 200 words) (also optional).

If you have any comments or feedback about the Arts and Humanities Internship Program, please include that in this section.

### Student Statement

I acknowledge that the attached report may contain company-specific content and confirm that I have adhered to any confidentiality agreements as required by the site.

Please sign and date to acknowledge your agreement below and submit your completed document to the EL Specialist or EL Assistant.

	Signature	Date
<b>Student</b>		

FINAL REPORT ASSESSMENT - TO BE COMPLETED BY THE EXPERIENTIAL LEARNING SPECIALIST OR ASSISTANT	
The final reflection report will be graded Pass/Fail based on the following criteria:	
CRITERIA	COMPLETED
<b>DESCRIPTION OF WORK EXPERIENCE</b>	
Description of the company/worksite	<input type="checkbox"/>
Description of student's role and responsibilities (e.g., tasks, interactions, observations, etc.)	<input type="checkbox"/>

Description of what took place (e.g., major events, projects, or activities completed during internship)	<input type="checkbox"/>
<b>EXPECTATIONS AND CHALLENGES</b>	
<b>Examination of learning outcomes</b>	
Articulation of intended learning outcomes	<input type="checkbox"/>
Examination of how learning outcomes were present in experience or how they may have changed	<input type="checkbox"/>
<b>Examination of work experience</b>	
Examination of feelings towards the experience pre- and post-experience	<input type="checkbox"/>
Examination of the ways in which the student succeeded in the workplace	<input type="checkbox"/>
Examination of the ways in which the student was challenged in the workplace and discussion of the steps taken to overcome these challenges	<input type="checkbox"/>
<b>PERSONAL AND PROFESSIONAL DEVELOPMENT</b>	
<b>Personal Development</b>	
Articulation of what was learned about oneself through the workplace	<input type="checkbox"/>
Articulation of how this was learned (e.g., tasks, situations, feedback mechanisms)	<input type="checkbox"/>
Articulation of why what was learned matters and what the student will do in future practice in light of this learning	<input type="checkbox"/>
<b>Professional Development</b>	
Articulation of what was learned about job-specific knowledge and skills in the workplace	<input type="checkbox"/>
Articulation of how this was learned (e.g., tasks, situations, feedback, feedback mechanisms)	<input type="checkbox"/>

Articulation of why what was learned matters and what the student will do in future practice in light of this learning	<input type="checkbox"/>
<b>ACADEMIC DEVELOPMENT</b>	
Description of academic field of study	<input type="checkbox"/>
Examination of connection between theory and practice	<input type="checkbox"/>
Scholarly references support explanation	<input type="checkbox"/>
<b>REFERENCING AND WRITING STYLE</b>	
Properly organized and formatted, including headings or sub-headings, reference list, in-text references	<input type="checkbox"/>
Well written: proper sentence structure, grammar, spelling, and punctuation	<input type="checkbox"/>

<b>FINAL GRADE AND SIGNATURE</b>		
<b>Grade (Pass/Fail)</b>		
	<b>Signature</b>	<b>Date</b>
<b>EL Specialist</b>		

## NOTES

The report assessment form has been adapted from:

Stirling, Ashley, Gretchen Kerr, Jenessa Banwell, Ellen MacPherson, and Amanda Heron. A

*Practical Guide for Work-integrated Learning: Effective Practices to Enhance the*

*Educational Quality of Structured Work Experiences Offered through Colleges and*

*Universities*. Higher Education Quality Council of Ontario, 19 Apr. 2016, [heqco.ca/pub/a-](http://heqco.ca/pub/a-practical-guide-for-work-integrated-learning-effective-practices-to-enhance-the-educational-quality-of-structured-work-experiences-offered-through-colleges-and-universities/)

[practical-guide-for-work-integrated-learning-effective-practices-to-enhance-the-](http://heqco.ca/pub/a-practical-guide-for-work-integrated-learning-effective-practices-to-enhance-the-educational-quality-of-structured-work-experiences-offered-through-colleges-and-universities/)

[educational-quality-of-structured-work-experiences-offered-through-colleges-and-](http://heqco.ca/pub/a-practical-guide-for-work-integrated-learning-effective-practices-to-enhance-the-educational-quality-of-structured-work-experiences-offered-through-colleges-and-universities/)

[universities/](http://heqco.ca/pub/a-practical-guide-for-work-integrated-learning-effective-practices-to-enhance-the-educational-quality-of-structured-work-experiences-offered-through-colleges-and-universities/).