

Department of Communication
COMN/INTD 395: Internships

Guidelines for Semester Updates

Objective: The purpose of the semester updates is for you to begin your internship already working toward achieving the learning objectives and specific goals from your Learning Agreement – and following through on these goals over the course of the semester.

Guidelines: Over the semester, you need to write four semester updates related to your internship experience. These should be typed and emailed to the internship director based on the schedule you develop. The due dates you choose are flexible based on your own schedule and anticipated internship experience, but there should be some spacing of the updates over the course of the semester. Each update should be about one page, single-spaced.

Update One: For your first update, re-state the list of objective and goals your created for your Learning Agreement.

For each *goal* listed within each objective, provide the following information:

1. A brief description of the goal (e.g., provide more information about what specific Photoshop skills you need to improve)
2. Discuss the options you will pursue in order to achieve this goal (e.g., take a GOLD workshop, talk to specific person at internship, etc.)

After refining and clarifying your list of goals, review the list with your field supervisor to see how the supervisor and organization might help you accomplish any of the goals. End Update One with a brief reflection on that discussion AND a list of the dates when the other three updates will be turned in.

Updates Two through Four: Provide the following information for the remaining updates:

1. List the goals you created and provide a brief description of your progress on those. Specifically identify the steps you have taken toward achieving each goal and what steps you believe you still need to take.
2. Briefly discuss the projects you have been involved in and how they connect to your goals.
3. Discuss any other issues, concerns or questions you might have regarding your internship (e.g., suggestions for other resources, etc.).