

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) are **required** to 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.

You must submit the video/written reflection **within 2 weeks** of the end date of your internship or **before the end of term**, whichever comes first.

For questions about the due date, contact the [Experiential Learning Specialist/Assistant](#).

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.](#)