

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

MIDPOINT CHECK-IN

Please complete this form by the due date given in the email the ELS sent you to confirm enrollment in the internship course. Your responses to the questions in the Student Midpoint Check-In section should be as detailed and complete as possible, but not excessive in length.

Submit your completed form 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 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. Paper copies will not be accepted.

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

CHECK-IN

1. WORKPLACE ENVIRONMENT

How is the internship going?

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What are your responsibilities/tasks?

How would you describe the work environment/office culture? Was there a general orientation period (e.g. introduction to policies, procedures, office safety, etc.)?

Have you experienced any difficulties at your workplace? If so, please explain.

2. SKILLS DEVELOPMENT AND RELEVANCE TO DEGREE PROGRAM

Did your supervisor meet with you at the beginning of your internship to discuss your goals and help you to develop learning outcomes? If yes, what are your goals and learning outcomes?

Does the supervisor provide guidance/mentorship, support, and feedback on a regular basis?
Please describe.

What skills that you are learning in your studies are you applying in your internship?

What new skills (both technical and soft) have you learned, and/or are in the process of learning?
Identify at least three (3) skills learned to date, and two (2) that you wish to develop further.

Do you see the relevance of the work you are doing to your degree program? Why or why not?

Have you identified additional skills or knowledge that will be important to your success?

Is the internship meeting your expectations relevant to your academic program/career goals?

How is this internship influencing your long-term career goals?

Name something that you learned or has pleasantly surprised you during your internship experience so far.

3. FINAL QUESTIONS

Why did you choose to participate in the Arts and Humanities Internship Program?

Have you updated your resume with this term's achievements?

Would you recommend this organization to future interns? Why or why not?

Please rate your overall satisfaction with your current placement:

Very Satisfied ☐

Satisfied ☐

Unsatisfied ☐

Very Unsatisfied ☐

Additional Comments

Please rate your overall satisfaction with the support provided by the Experiential Learning Specialist/Assistant:

Very Satisfied ☐

Satisfied ☐

Unsatisfied ☐

Very Unsatisfied ☐

Additional Comments

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NEXT STEPS AND ACKNOWLEDGEMENT

Once the internship concludes, the Experiential Learning Specialist or Experiential Learning Assistant will send you instructions for your **Final Report and Final Reflection**.

	Signature	Date
Student		
EL Specialist/ Assistant		