

# Reflective Paper

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NORTHERN ARIZONA  
UNIVERSITY  
*The W. A. Franke College of Business*

*This paper is only for students doing an internship for six credits in one semester.*

## Directions and Report Format

1. The report must be four to six pages, typed double spaced.
2. Use standard 1” margins and a 12 point font such as Times New Roman.
3. The paper is not a research paper. However, if you do quote or paraphrase from any references you must cite your sources using APA format.
4. Use of first person is permissible in detailing your current work program.
5. Do NOT use a report folder.
6. Final drafts must be proofread and edited—do not just spell-check the report.
7. Submit final drafts to the FCB Internship Coordinator
  - **On campus**—in person to FCB room 108
  - **Off campus**—email to [fcb-cdo@nau.edu](mailto:fcb-cdo@nau.edu) OR fax to (928) 523-2695

**NOTES:** Write the report as if you were going to present the final draft to the person with the power to promote you. Reports that are not up to par with business standards (e.g., incomplete sentences, misspelled words, vague generalizations, etc.) will not fulfill the requirements for this course.

## Main Body of the Reflective Paper

### **THE REPORT MUST CONTAIN ALL OF THE FOLLOWING HEADINGS AND SUBHEADINGS IN THE FOLLOWING ORDER**

1. **Introduction.** Write a brief description of the organization and of the duties of your position.
2. **Main Body.** The main body of your paper will detail your learning experiences. You must include the following **subheadings:**
  - **Themes.** Discuss your internship experience in terms of **one** of the themes listed below. Which of these themes was the most prevalent during your internship? Why? What connections can you make between these themes and the business for which you worked? What positive and negative attitudes from others did you observe in relation to these themes?
    - Technology and Its Impact.
    - Valuing the Diversity of Human Experience.
  - **Skills.** Refer to the list of skills below. Discuss **three** skills that were the most necessary to your position. Describe the way in which you utilized the skills in your position, and assess your development of the skills as part of your internship. Which skills did you improve the most? Why? Which skills did you not further develop? Why not?

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- Specific skills:
    - Professional writing
    - Critical thinking
    - Creative thinking
    - Small group/individual communication
    - Leadership
    - Administration
    - Reasoning/analytical
    - Subject knowledge
  - Training. How were you trained for the duties of your position? Was your training effective? Why or why not? How could training have been improved?
3. **Conclusion.**
- Assess the significance of your work experience. In what ways does this experience modify your ideas and plans toward a career? Would you recommend this internship to others? Why or why not? What suggestions could you offer for future interns?