

Barcelona SAE Virtual Internship for Credit - Assignments

Each student's experience is unique, as is each student. Therefore, it is expected that you would be able to respond to the themes posed for each reflection paper as they relate to your experience. If there are themes posed that do not relate to your experience during the initial reflection paper, you can address them in future reflection papers as you progress through your internship.

Students should reflect on what they are learning and the insights they may be gaining about the company/organization, the professional staff with whom they work, the cultural differences they are experiencing, and their own professional and personal development. The reflection papers should be an ongoing, continuous, and critical reflection of your experience.

Each reflection paper is expected to adhere to the min/max number of pages suggested and be written in an essay format (i.e. not in a question and answer format). This means that you will need to carefully focus on what you include in your papers and why. Anything less than the minimum pages listed will not allow you to fully address the assignment prompts for each paper. Likewise, going over the maximum number of pages suggested will likely result in a paper that wanders and goes off track. **Focus especially on the meaning of the work that you are doing and what you are learning (the "so what") rather than just describing the work itself (the "what").**

For each paper, please include: your name, major/minor, internship position, and internship company/organization at the top of page one. Reflection papers are to be double spaced, in 11 point font, with standard one inch margins.

Please be sure to **carefully proofread your writing and include examples to support your statements.**

Pre-Program Reflection Paper

Assignment: You will be required to complete a pre-program reflection paper (3-4 pages) that explains the purpose, objectives, and anticipated outcomes of your internship. To do so, please respond to the following:

- Describe at least five goals related to your personal and/or professional development (at least two of each) and explain why you believe that these particular goals are important for your future success. These goals should be specific to your internship and achievable given the duration of your internship experience.
- Address how completing this internship virtually will influence how you are able to achieve these goals.

Due: at least one week before you begin your program.

**Remember to use real life examples in your writing and explanations, and focus on the meaning behind your experiences (the "so what").*

Guided Reflection Paper #1

Assignment: Reflect on what you have experienced in the first few weeks of your internship, your Barcelona SAE Coaching Cafe discussions with your mentor, and the resource *LinkedIn: Building a Great Student Profile*, and respond to the following themes (2-3 pages):

- **Ambiguity:** How have you been able to deal with the ambiguity of your new role?
- **Communication:** What challenges have you experienced around communication and how are they impacting your interactions within the organization, with your supervisor, and your coworkers?
- **Self Brand:** Take a minute to research the concept of Self Brand (sometimes called Personal Brand) and discuss with your mentor. Think about what you want your self brand to be - that uniform, professional image you want to portray to potential employers. What is your self brand in one sentence? How does it reflect what inspires you, your values and interests? How is your self brand currently reflected (or not reflected) in your LinkedIn profile?

Due: by the end of **week three** of your program (for those doing a six or eight week internship) or by **week five** (for those doing a 12 week internship).

Resource: *LinkedIn: Building a Great Student Profile*

https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_BuildingaGreatProfile.pdf

Guided Reflection Paper #2

Assignment: Reflect on what you have experienced in your internship to date, as well as the discussions you have had as part of the *Barcelona SAE professional development workshops*, and respond to the following themes (2-3 pages):

- **Expectations vs. reality:** How might your original goals and expectations need to be adjusted given what you now know about your internship company/organization, the organization's priorities and goals, and the projects you have been given?
- **Diversity, Equity, and Inclusion in the Workplace:** Consider the differences between your home and host organization cultures, in particular how diversity, equity, and inclusion are observed in the workplace in the US and in Spain. Discuss how these cultural differences have surfaced in the workplace.
- **Intercultural Leadership:** Reflecting on the key knowledge, skills, and abilities needed to be an effective intercultural leader, consider where you are now in your career development. How might you need to upskill now in order to become an effective intercultural leader later?

Due: by the end of **week five** of your program (for those doing a six or eight week internship) or by **week ten** (for those doing a 12 week internship).

Summative Reflection Paper & LinkedIn Profile

Assignment: After reflecting on the results of your virtual internship experience and the content of the professional development activities you have taken part in, submit a final summative reflection paper (5-6 pages) addressing the these themes:

- **Unanticipated Learning:** With an awareness that your internship has drawn to a close, think about and comment on what you may have learned that you didn't expect at the outset of this experience - about the career field, the company/organization, the local culture, and yourself.
- **Goals and Objectives:** Looking back on the experience, discuss how you feel you met (or did not meet) your goals and objectives, and why (or why not).
- **Application of Coursework:** Discuss how you applied knowledge, ideas, concepts and skills from your academic coursework and life experiences to your internship.
- **Cultural Competency:** Reflect on how this experience has impacted your understanding and appreciation of the concept of culture, and what it means to be culturally competent.
- **Skill Development:** Reflect on your accomplishments, what you have learned, the skills you have developed, and the contributions you have made to your internship site. How might you convey the professional outcomes of your internship experience to potential employers in a language that they understand?

LinkedIn Profile: Polish your LinkedIn profile and send a LinkedIn connection request to your instructor (linkedin.com/in/jengel2).

Due: within one week of completing the internship program.

**Remember to use real life examples in your writing and explanations, and focus on the meaning behind your experiences (the "so what").*

Points per Assignment & Due Dates

Assignment	Possible Points	Due Date
Pre-Program Reflection Paper	15	At least one week before you begin your program
Guided Reflection Paper #1	25	By the end of week three of your program (six or eight week interns) or by week five (12 week interns).
Guided Reflection Paper #2	25	By the end of week five of your program (six or eight week interns) or by week ten (12 week intern).
Summative Reflection Paper & LinkedIn Profile	35	Within one week of completing the internship program.
Total Possible Points	100	

All assignments will be assessed based on the grading rubric for the course. Please consult the grading rubric for additional details.