

The Rubenstein School Internship Program

Internship Questionnaire

- *Please provide written responses to the questions below regarding your current internship and submit to the Career Services Coordinator, 336 Aiken. Direct any questions to Marie Veal-Fagnant (Mfagnant@uvm.edu or 656-3003)*
- *Include in your document the following:*
 - *Your name*
 - *Your position title during the internship*
 - *The internship site and end date*

Describe your initial impressions of how your internship is going.

What were your orientation and training like? What is the office environment like? Are people and resources accessible?

Are you comfortable with your level of responsibility and the appropriateness of your work to your learning objectives?

Do you feel comfortable asking questions, taking initiative, getting the information you need, confronting more broadly the work and dynamics of your organization?

Have you set up regular one-on-one meetings with your supervisor? How do you use that time?

What kind of contribution do you think you are making to the organization?

Describe a low point or problem you've faced so far and how you dealt with it.

Discuss high points of your experience so far.

What is "success" within your organization?

What do you think are the goals and means of your organization in theory? Are there any differences between the theory and the practice?

What impact does your work and contact with the people in the field have on you?

How are you applying your academics to this internship?

Identify skills you are learning during this experience.

As a result of this experience what thoughts do you have regarding your future career objectives? In other words, how does this affect your perspective on future decisions about internship or job?