

## The Engineering Summer Internship Program: Reflection Report

### **A. eSIP Report Submission Instructions**

The completed report must be submitted to the Engineering Career Centre (ECC) on the U of T Student Portal (Blackboard) along with the additional documents noted below. It is recommended that you begin this paper work well in advance of the due date. Instructions for uploading on Blackboard will be emailed to eSIP students.

Please ensure all documents are submitted before the set deadline.

#### **Documents for Submission:**

- Completed Reflection Report
- Completed Evaluation Form (Signed by your supervisor)
- An updated resume that contains your eSIP internship experience (the resume should be no more than 2 pages)

**Note:** The content of the report is confidential and used for the purpose of developing and refining the Program. It will not be shared with others outside of the ECC team.

### **B. Purpose of the Reflection Report**

The report is a tool to help facilitate understanding and to encourage personal insight while your eSIP internship experience is still fresh. This exercise will provide an opportunity to articulate your contributions to the workplace, and consider how this experience may influence and impact future career decisions. Your feedback will also assist ECC staff in understanding your experiences, to help prepare future eSIP students.

### **C. Report Format and Content**

The length should be about two or three pages, double spaced.

**Cover Page:** Include the following on your cover page:

eSIP Report – Date of Internship

Name, Student Number, Discipline, Company Name.

**Include the following subtitles in your report, and answer the following:**

#### **1. Contributions and Expectations**

- Describe your role and responsibilities, and how you contributed to the overall goals of the unit/organization.
- Was the internship what you expected?
- Was there anything that took you by surprise?
- What was the most positive thing about this placement?
- Was there anything you found particularly challenging, if so, how were you able to overcome it?

## 2. Critical Workplace Skills

During your internship you will have learned and developed a wide variety of skill sets which will be transferable to future workplaces.

- Which of your skills (including technical and transferable skills) would you consider to be among the most critical in successfully completing your work?
- Describe a situation where you used each skill.

## 3. Career Insight

Through your internship you may have gained some personal and professional insights that should help you re-evaluate your initial career goals.

- What did you like best and least about your internship?
- Has your involvement in eSIP helped you to clarify or confirm any of your career goals, or are you still figuring things out?

## 4. Similarities and Differences in Working Environments

Reflect on the ways your current summer internship was similar and different from your previous experiences (work, volunteer, academic projects, etc).

- In what ways did the working environments differ?
- Did the difference/similarities between environments surprise you?
- Do you have a strong preference for one type of work place over the other, if so please explain why.

Thank you for taking the time to thoughtfully complete this Reflection Report. In sharing your workplace experiences with the ECC staff, we hope that you have gained additional personal insights to your role in the workplace. Your feedback and information is confidential and will not be shared with others.