

The Engineering Summer Internship Program Reflection Report 2018

1 ESIP Reflection Report Submission Instructions

The reflection report must be submitted to the Engineering Career Centre (ECC) through Quercus along with the additional documents noted below. It is recommended that you begin this paper work well in advance of the due date.

Please ensure all documents are submitted before the **September 30** deadline.

2 Purpose of the Reflection Report

The report is a tool to help facilitate understanding and to encourage personal insight while your ESIP work term 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.

3 Report Format and Content

The length should be about 3 pages not including the cover page, double spaced.

Cover Page should include:

- "ESIP Report"
- Dates of Internship
- Name, Student Number, Discipline
- Employer Company Name

Choose and write about two or more of these four topics in your reflection report:

A. 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?

B. Critical Workplace Skills

During your internship you learned and developed a wide variety of skill sets that 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.

C. Career Insight

Through your internship you may have gained some personal and professional insight 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?

D. 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 project, 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.

Appendix 1: Examples of Work Values that People Find Important

Note: The following appendices are for your reference only. You may wish to reflect on your current ESIP experience to help you prepare for future experiences.

Acceptance	Effectiveness/Efficiency	Responsibility	Action
Financial gain	Risk	Advancement	Flexibility
Security	Authenticity	Freedom	Self-expression
Authority	Friendship	Service	Autonomy
Harmony	Sociability	Cautious	Humor
Solitude	Challenge	Industrious	Structure
Change	Influencing Others	Supervision	Competition
Surroundings	Intelligence/Knowledge	Complexity	Interaction
Time freedom	Contribution	Leading	Variety
Cooperation	Learning	Creativity	Mastery
Crisis Intervention	Physical activity	Decision making	Predictability

Appendix 2: Behavioral/Situational Interview Questions

Employers often use Behavioral/Situational Questions in interviews. These questions ask you for specific examples of real situations or events from your past and how you dealt with them. Basically the belief is that past performance predicts future behavior/performance.

To properly answer a behavioral/situational question, simply follow the following three steps: 1. Situation – Set the scene; 2. Action – Describe the action taken by you; and 3. Result – Conclude with a positive result that added value, insight, improvement, or led to an accomplishment.

Sample Interview Questions

Give me a specific example of a time when a co-worker criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (oral communication)

Give me a specific example of a time when you sold your supervisor on an idea or concept. How did you proceed? What was the result? (assertiveness)

Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused? (commitment to task)

Tell me about a time when you came up with an innovative solution to a challenge your company was facing. What was the challenge? What role did others play? (creativity and imagination)

Describe a specific problem you solved for your employer. How did you approach the problem? What role did others play? What was the outcome? (decision making)

Describe a time when you got co-workers who dislike each other to work together. How did you accomplish this? What was the outcome? (teamwork)

Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (time management)

Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result? (flexibility)

Describe two specific goals you set for yourself and how successful you were in meeting them. What factors led to your success in meeting your goals? (goal setting)

Tell me about when you had a conflict with someone and how you handled it. (conflict resolution)

Describe a time when you had to juggle several tasks at one time and how you prioritized your work. (time management)