Global Connection Seminar

Action Planning – Internships (40 hrs + 40 hrs)

Task: Help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ complete the internship(s) process for his or her action.

Complete the following under the guidance of your team leader.

1. Network – Secure an internship!
	1. With whom is a good fit for you?
	2. Write a letter asking for one!
	3. Call and follow up now!
2. Calendar – When will you complete your hours? Write out available time on a calendar.
3. Reality Check – Can this person really do two internships in the remaining time period? (Consider potential obstacles to achieving 40 hours) What else should he or she be doing/can do instead?
4. Background Research – Company/Supervisor (see binder requirements)
5. Log & Journal Set Up (see binder requirements)
6. Reflection Musts (see binder requirements)

Evidence Binder Materials

You will complete a binder in conjunction with your internships. The binder will include

* a history of the companies
* a biography of your supervisors
* a log of hours with signatures from your direct supervisors
* an in-depth journal of your daily experiences
* an evaluation completed by each of your supervisors that covers your professionalism, willingness to learn, work ethic, etc.
* pictures from both experiences
* a recommendation from your each of your supervisors
* a reflection of each of your experiences

**Evidence binders will be critiqued by panel judges and factored in to your final presentation grade.**