

Tung Wah College
Work-Integrated Learning Programme (WILP)
Post-Internship Reflective Paper
Requirements and Guidelines

Aim

1. To encourage students to think deeply about the learning experience, as well as to take the initiative to be active, self-driven learners, each student is required to submit a Post-Internship Reflective paper (“the reflective paper”) to the Student Affairs Office within four weeks after each round of internship. This will facilitate the College to understand the learning process of students during the WILP internship.

Requirements of the Post-Internship Reflective Paper

Reflections on Learning Events

2. Students are required to submit a reflective paper on the insights gained in the WILP internship, and on its value to their personal and professional learning. The reflective paper should focus on the learning events in the internship that may have changed or influenced knowledge, skills and attitudes of the participating students.
3. The reflection paper should include, but not limit to:
 - Brief description of the placement organisation’s background, work environment, scope of work, job duties, etc.;
 - Reflection on at least **ONE** significant or impressive event, the reason of the choice and what impact it made;
 - Reflection on at least **ONE** thing that has been learnt by the student about himself or herself (e.g. character, skill or knowledge, etc.) through the internship and how his or her future personal growth and/or career development will be affected; and
 - Reflection on at least **ONE** thing that has been learnt by the student about himself or herself (e.g. character, skill or knowledge, etc.) through the internship that the student would like to change or improve.
4. The focus of the paper is on the student’s own self-reflection and not merely a summary or account of events that occurred during the internship. Self-reflection requires an honest appraisal of the experience gained from the internship and the resulting insights on the student’s own values, personal characters and motivation for learning and how these have changed as a result of the WILP internship.

Number of Words and Format

- 800 - 1,200 words
- Typewritten and double-line spaced
- A TURNITIN originality report

Submission Deadline

5. Students should submit the paper to their Student Academic Advisors (SAAs) within four weeks after each round of internship.

Examples of Learning Events

6. To help students identify the learning events through the WILP internship, below are some examples of learning processes that the students may reflect on from their internship experience.

- i. Personal maturity and growth**

- How have you grown as a person after completing this internship?
- How have you grown as an employee after completing this internship?

- ii. Enhancement of self-understanding**

- What were your main strengths and weaknesses you have identified from your internship?
- How did you manage to face your limitations and apply your strengths in your job?

- iii. Improvement of personal qualities**

- What have you learnt about dealing with people?
- How have your communication skills improved during the internship?
- How did you build up your self-confidence and handle your emotion at work?

- iv. Enhancement of classroom learning**

- What have you learnt in classes that you apply on the job?
- Which course/subject do you find most useful for the internship?

- v. Identification of special interest**

- Which aspects of this post/industry are you most interested in?
- Which aspects of this post/industry would you like to know more about?

- vi. Effects of internship on your career plan**

- Significance of internship – Why is this internship important to you?
- How has this internship affected your career plan? Are you still interested in this field? Is there any change in your career plan now?
- Where do you see yourself after graduation? Where do you see yourself five years from now?

Re-submission of Post-Internship Reflective Paper

7. The respective SAA will comment and give feedback on the reflective paper within three weeks after receiving the paper. The SAA may require the student to re-submit his or her reflective paper if:

- Plagiarism is identified

- No evidence of in-depth reflection to the required learning events (listed in paragraph 3)
- Number of words significantly below 800

* Please note late submission of the reflective paper may result in delay in graduation.

Pre-Internship Workshops

8. The Pre-Internship Workshops serve both informative and training purposes. Students will be provided with the essential information on the purposes, arrangements and the requirements of WILP internship (including the writing tips and requirements on the reflective paper). Students will also learn useful skills and information for job searching, interviews, office etiquette and handling of problems at work, etc. Students are highly encouraged to attend the pre-internship workshop(s) before starting their internships.