

## Internship Written Assignments

### Assignment I – Midterm (four pages – double spaced)

Discuss:

- A. The goals set by your supervisor
- B. The responsibilities you have been assigned
- C. How you have adapted to employees and how you interface
- D. Problems and solutions related to the experience

### Assignment II – Final (six pages – double spaced)

Discuss:

- A. How your responsibilities have changed or not changed
- B. What your contribution has been towards creating and/or modifying your responsibilities
- C. Your preconceived notions of your assignment entering the internship and your current views
- D. Your department/section and its contribution to the entire organization

For both assignments, you will be required to obtain the signature of your supervisor as well as your own.

Please contact Erica Kalinowski, Coordinator of Student Services, at (609-771-2882) or [ekalinow@tcnj.edu](mailto:ekalinow@tcnj.edu) if you have any questions.