

Reflection Paper: Week 1

Instructions

Answer the following questions:

1. What is your job and who is your employer?
2. Describe where your work station is in relationship to the lunchroom.
3. What is the first thing you are expected to do each day on the job?
4. What do you like about your job?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Grading Rubric

Item	4-5 points	1-3 points
Correct grammar	No to 1 spelling or punctuation errors	2 or more spelling or punctuation errors
Questions answered	All questions answered with at least 1 sentence	One or more questions not answered.

Week 2 Assignment

Answer the following questions:

1. Who empties the trash and cleans the bathroom you use at your place of employment?
2. What is the last thing you do at the end of each work shift?
3. What is the most interesting thing you have learned about your immediate supervisor or from your immediate supervisor?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 3 Assignment

Answer the following questions:

1. What are the rules for food at your place of employment? Are there unwritten rules or customs about food?

2. What is the most important thing you do routinely? (Every day or every week?)
3. Who is the person in your place of employment that knows all the answers?

Total length of the reflection paper should be 1-3 paragraphs.

Week 4 Assignment

Instructions

Answer the following questions:

1. Do your coworkers socialize in any ways?
2. What is the one thing that surprises you that is included in your job duties?
3. How do you generally communicate with your boss, does this work well or not?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 5 Assignment

Instructions

Answer the following questions:

1. What is a quotable thing someone on your job has said to you?
2. What do you wish were not part of your job duties?
3. If you have a problem with your paycheck, who would help you?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 6 Assignment

Instructions

Answer the following questions:

1. What do you do that helps you with safety on the job?
2. What is the job duty you were most prepared for doing?
3. If you are ill and can't work, how do you call in or request to be allowed to go home?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 7 Assignment

Instructions

Answer the following questions:

1. What do your coworkers think of you? Is this your impression or did you ask?
2. What job duty do you wish your education had prepared you better for doing?
3. If your coworker was doing something unsafe on the job what would you do?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 8 Assignment

Instructions

Answer the following questions:

1. How did most of your coworkers get their current job?
2. What were you trained or educated to do that is “wrong” according to this job?
3. Who will decide if you get hired permanently or get a raise?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 9 Assignment

Instructions

Answer the following questions:

1. What makes you angry or upset about your coworkers?
2. What is something you need to learn more about to improve at your job?
3. What benefits besides pay do employees of this company get? (as an intern, you may not get these benefits)

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Grading Rubric

Week 10 Assignment

Instructions

Answer the following questions:

1. Where is the best place to eat your lunch at this company?
2. Is there any training offered routinely by this employer?
3. Is there a professional organization that many coworkers are members?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 11 Assignment

Instructions

Answer the following questions:

1. Do most of your coworkers like their job here or are most looking for other work?
2. What do you need additional training on to feel like you are competent at your job?
3. Is there a formal or informal evaluation system at this employer?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 12 Assignment

Instructions

Answer the following questions:

1. Who always helps you on the job?
2. What do you like about this employer?
3. How do you get your work assignments?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 13 Assignment

Instructions

Answer the following questions:

1. Reflect on your work at this employer, what did you learn?
2. What are two qualities you have demonstrated on this job that you would want your boss to mention in a letter of recommendation?
3. Would you recommend this employer to someone else seeking a position in this career field?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 14 Assignment

Instructions

Answer the following questions:

1. Reflect on your work at this employer what do you wish you had learned?
2. Reflect on your people skills at this job, did you get along well with your co-workers, did you enjoy working with these people? Did they enjoy working with you?
3. What are the highlights of your work during this term? What are your successes?

Total length of the reflection paper should be 1-3 paragraphs.

Submit to this assignment in a Word document.

Week 15 Assignment

Proof of Employment: Week 15

Instructions

1. Submit paycheck stub (or wage and hour report) for entire time of work placement.
2. Download and complete [Form C](#) Download Form C.
3. Ask your employer to complete and submit [Form B](#) Download Form B.

Submit paycheck stub (or wage and hour report) and completed Form C to this assignment.

Grading Rubric

Item	4-5 points	1-3 points
Check stub that covers total wage and hours worked during work placement class	Check stub or wage and hour statement on company letter head, signed.	No wage and hour documents
Form C completed and turned into instructor	All questions answered and Form C submitted to instructor	One or more questions not answered or not turned into instructor

Points10

Submitting

a file upload