

**School of Aviation and Transportation Technology
Internship/Professional Experience**

Note: A minimum of 160 hours of experience is required. If completing more than one experience to meet minimum required hours, a cover form is required for each experience with only one reflection paper encompassing the one or more experiences.

Student Information

Name: _____ PUID: _____

Email: _____ Phone: _____

Advisor: _____

Company Information

Company Name: _____

Location: _____

Supervisor's Name and Title: _____

Begin Date: _____ End Date: _____ Hours per Week: _____

Experience Expectations: _____

Total work hours: _____

For Office Use Only:

- Internship/Professional Experience Requirement Approved
- Internship/Professional Experience Requirement Denied

Department Designee Signature

Date

Submit Internship/Professional Experience 3-page reflection paper, supervisor evaluation(s) and cover sheet(s) to aviationadvisors@purdue.edu as a pdf to begin the approval process.

Note: Only complete and professional packets of information will be submitted to the SATT Department Designee for review.

**School of Aviation and Transportation Technology
Internship/Professional Experience
Evaluation by Supervisor**

Student Name: _____ Begin Date: _____ End Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name and Title: _____

Email: _____ Phone: _____

Please comment and rate the student's work experience on a scale of 1 to 7 with 7 being the highest.

Professionalism	1	2	3	4	5	6	7
Work Attitude	1	2	3	4	5	6	7
Adaptability	1	2	3	4	5	6	7
Co-Worker Cooperation	1	2	3	4	5	6	7

What were the student's strengths? _____

What were the student's areas for improvement? _____

Would you recommend this student for a job? Yes ____ After More Experience ____ No ____

Additional comments: _____

Supervisor Signature

Date

**School of Aviation and Transportation Technology
Internship/Professional Experience
Reflection Paper**

Name:

Date:

PUID:

Major:

Reflection Paper Format

The narrative reflection paper (3-page (1,500-2,000 words) about the experience(s) and the significance of the experience(s) to career goals should provide comprehensive responses to the following questions. The paper must include the name of the employer(s)/sponsor(s), begin and end date(s) and total hours accrued.

Comprehension

- Create or paraphrase a purpose statement for this internship/professional experience
- What were the goals?
- Who were the stakeholders, customers you served?

Knowledge

- What did you learn (researching technical or other information, doing the work, interacting with people) from this internship/professional experience?
- What specific skills did you use (including basic keyboarding and web searches)?
- What new vocabulary did you come across?

Application

- How can you use (or would you foresee using) what you've learned out in the industry (specifically professional work in aviation or aerospace operations)?

Analysis

- What challenges did you face in accomplishing this internship/professional experience? Give specific examples and what you did to innovate or resolve them?

Synthesis

- How might you use what you learned if you have another experience like this? What would you do differently? How would you improve?

Evaluation

- Evaluate the time you spent and the effectiveness of the overall learning process for this internship/professional experience. How did this add value to your Purdue education?
 - What did you contribute to the team/customer?
 - Would you change the way someone is prepared for what you experienced?
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