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California State University, Sacramento
Communication Studies Department
6000 J Street, Mendocino Hall 5014 • Sacramento, CA 95819-6070
T (916) 278-6688 • F (916) 278-7216 • www.asn.csus.edu/coms

Requirements for TA Internship Papers

Please make a copy of your reports before submitting them. Papers should be submitted in the Internship Assistant's box in the Communication Studies Office located in Mendocino Hall, room 5014. The Department office is expected to be open from 8-5 during the semester. If necessary, after hours you may drop papers in the **Pink Cadillac** located in Mendocino Hall on the fifth floor (to the left when exiting the elevators) with "ATTN: Internship Assistant" on the front.

Reports: The major purpose of your writing assignments is to utilize your critical thinking skills and encourage you to reflect on your experiences as an intern. We need feedback about the quality and educational value of your internship. We are expecting two typed reports in which you are to answer a series of questions which are noted below. This is both for your benefit and ours. We will notify you of the due dates, your paper will be due near the end of the semester; also, we will need your Supervisor's evaluation (use the form on the site) turned in with your paper.

Requirements for Internship Papers: Paper: 6 pages (*a complete 6 pages*). Make sure you put what professor you are a TA for. Both papers are to be typed with 12 Point font, Times New Roman, double-spaced, and 1" margins. Please use the questions as headings with the same font requirements. Your paper will be rejected and you will be asked to revise it if you do not make the page requirement or follow the standard academic formatting.

Please see the Internship Orientation Handout for the due date.

Please answer the following questions and include them as them as headings:

1. What class did you cover and who was the instructor?
2. Outline the course requirements for the students. Tests, quizzes, papers. Describe in detail your duties during the semester? Did you attend the lectures or lead discussions? How often?
3. During the semester the instructor covered some major themes. Describe several of themes in considerable detail.
4. What do you think you learned about the material and the capability of the students to grasp the material?
5. What did you learn about teaching this course? What worked and what was less effective?
6. Overall, was this a rewarding educational experience? How might it be improved?