



❖ Leadership, Engagement, and Development:
Weekly Internship Program Meetings

Meeting Topic	LEaD Reflection Assignment
Internship Orientation	Orientation Reflection handout
LEaD: e-portfolio	Start an e-portfolio site on Wix and complete home, about me, and resume page
LEaD: SMART Goals	Write two goals for the internship using the SMART guidelines
LEaD: Self-awareness	Complete the Johari Window Model with someone who knows you well, preferably from internship
LEaD: Communication Styles	Send results of Communication Style color test with an example situation from internship that exemplifies your "color qualities"
LEaD: Giving & Receiving Feedback	<i>Utilize information to structure midterm meeting feedback (and asking for feedback from supervisor)</i>
LEaD: Cultural Awareness	Choose 3 personal values that you have "discovered" while abroad, specifically in relation to the cross-cultural internship experience
LEaD: Teamwork	Describe a specific team setting (or a pair setting if necessary), describing examples of the different phases the team has gone through thus far in the internship/project.
LEaD: Personal Branding	Create/update your LinkedIn profile with the tips provided
LEaD: Skills & STAR Review	Choose 3 skills most developed through internship experience and add them to the Skills tab on e-portfolio with explanations using the STAR structure
LEaD: Leadership guest speakers	Prepare questions on the speakers based on the bios shared in advance. Write a reflection on what you can take away from their leadership example
LEaD: Public Speaking	<i>Utilize information to prepare for final presentations</i>
Final Presentations	Present e-portfolios to the class and supervisors