

GUIDELINES FOR REPORTS BY INTERNS

Instructions:

1. Reports must be submitted by deadlines established above or with the Internship Advisor. Final Reports must be submitted to the Internship Advisor within one month of completion of the internship experience and during the session in which the student enrolled for the Internship. *Failure to submit the reports by the deadlines will result in a grade reduction.*
2. Papers must be typed, with 12-point font, and have 1-inch margins; all pages must be numbered. The paper should have a cover page with the student's name and the establishment/enterprise where the internship was conducted.
3. The focus of the reports should be a summary of learning experiences of the internship. Students should review their internship objectives (what they planned/hoped to learn or experience) and state if and how the objectives were accomplished.

The report should include a description and assessment of the operation or enterprise where the internship was conducted. The size, scale, and purpose of the business should be explained and the business plan or goals of the operation reported. It is important to the report to thoroughly describe the business and all aspects of the operation.

The report should include an assessment of the internship itself -- was it successful, good, bad, etc. The successes and problems encountered during the internship should be discussed. The basis for the paper is the daily journal which is kept.

4. It is appropriate to include pictures in the final report to illustrate operations, activities and productivity of the internship. Other information which you may have created (such as web materials, cd-roms, flyers, etc.) should be included as appendices to your report.
5. Your daily journal should and all report forms should be submitted with your final report.
6. The report should be submitted in a binder which contains all materials.