

Internship Report Guidelines

This assignment is designed for you to reflect upon the professional internship experience that you just completed.

Report Objectives

- To gain the most from the internship experience through reflecting on the experience and articulating knowledge gained.
- To develop a short professional development plan based on the internship experience.
- To evaluate the internship.

This assignment should be completed and emailed to the Internship Coordinator before the final examination week of the respective semester for graduating students. Non-graduating students may request an extension of the report deadline up to four weeks after the term in which the internship was served.

Major Sections of the Report

1. Cover sheet
2. Essay on the Value of the Internship
3. Objective Completion
4. Professional Development Plan
5. Evaluation of Organization and Manager
6. Evaluation of Reporting and Supervision
7. Your Internship Objectives and Plan
8. Letter of Evaluation from your Supervisor/Firm

Report Format

The internship report should conform to the following guidelines:

- The report should be 5(10) pages long for a standard 3(6) credit hour internship
(Note: Internships for additional hours will be assigned a longer paper.)
- 12 pt. font, double-spaced, standard 8 ½" by 11" paper.
- Use references as necessary.