

REPORT INSTRUCTIONS **READ CAREFULLY**

REPORT FORMAT

The report must be typed, double spaced, 12-point-Times New Roman font.

The report must be turned in as one document to your coordinator via Blackboard, e-mail, or in person. The report must be turned in by the due date and it must be complete (with all components included); whether your internship is finished or not.

REPORT OUTLINE

- Weekly Journal (1 page each week)
- Internship Report:
 - Section 1 – Place of Employment
 - Section 2 – The Organization
 - Section 3 – The Work Environment
 - Section 4 – Observations
 - Section. 5 – Conclusion
- Evaluation Section:
 - Self-evaluation
 - Supervisor's Evaluation

SUPERVISOR / MANAGER'S EVALUATION

You must have your immediate supervisor or manager fill out the Supervisor's Evaluation Form located in the Internship Report packet. Your manager or supervisor must sign and date the form. **The completed form must be scanned into your report and is REQUIRED before the report can be graded.**

STUDENT EVALUATION

Your completed evaluation must be scanned into your report and is REQUIRED before the report can be graded.

DUE DATE

Due By _____ - Be sure to turn in the completed report by the due date. Failure to do so will result in a deduction of 5 points per day.

WRITING GUIDELINES – VERY IMPORTANT

When answering the questions in the report, be sure to use complete sentences, proper grammar and correct spelling. One or two sentence answers are not acceptable for many of the questions. You should strive to use examples from your work experience when answering the questions. Be detailed and thoughtful in your answers.

GRADING

A grading rubric will be provided with the packet.

INTERNSHIP REPORT

SECTION 1 – PLACE OF EMPLOYMENT AND COMPANY INFORMATION

- 1.1 Name of Establishment. Also include brief history of the organization, mission statement, and organization goals
- 1.2 Address (where you worked)
- 1.3 Location: Describe the location of this business. Example: Is it in an area located near wind farm projects? Is it in a big city? Are you working in a corporate location or satellite location? How many locations does the organization have? Is it primarily U.S. based or international?
- 1.4 Market analysis: Describe the target market(s) of your business (Examples: Land owners, energy markets etc). Who does the company sell its products to? Are there any marketing materials available for this business such as brochures, maps, or similar items? (You may include these with your report).
- 1.5 Describe in detail the main products or services that your business is engaged in. What is the company's main segment in relation to the wind energy industry? Example does the company or division focus on: project development, marketing, turbine manufacturing, utilities, etc. Does the company or division you work with primarily deal with state, national, or international projects?
- 1.6 Other Comments if any regarding place of employment or company information

INTERNSHIP REPORT

SECTION 2 – THE ORGANIZATION

- 2.1 Your title/position and the area you worked in.
- 2.2 What was your salary or hourly wage? Did you receive any other benefits or perks?
- 2.3 Describe the organizational chart of this business (not corporate chart, just the individual unit you worked in). Include a chart along with complete descriptions of positions.
- 2.4 Describe the staffing procedures at this business: recruitment, selection, training and education of both management and employees. Describe any formal training you received during your internship. If possible, provide the contact information of HR employees.
- 2.5 What are the future goals of the company? Are they planning to expand into other markets, grow internally, or expand their current market?
- 2.6 Other comments if any regarding the organization of the company

NOTE: For questions 2.3, 2.4, and 2.5 you may need to do some investigating to find the answers. Talk to your manager or to someone in human resources. Be resourceful! For the organizational chart, a Power Point would be nice.

INTERNSHIP REPORT

SECTION 3 – THE WORK ENVIRONMENT

- 3.1 Describe at LEAST two (2) new or unusual experiences during your internship and what you LEARNED from them. (Use detailed examples from your work).
- 3.2 Would you describe the work environment as pleasant, negative, neutral or threatening? WHY? (Be sure and give detailed explanation supporting your opinion.)
- 3.3 Do other employees and managers appear to be happy and/or satisfied with their work? If NOT, why? Explain the reason(s) for your opinion. Were other employees helpful and provide guidance to you when needed?
- 3.4 Do people make suggestions to their supervisors? Did you ever make suggestions to your manager or supervisor? What happened afterwards? Give DETAILED examples.
- 3.5 Do you see any employee/personnel problems in the work environment? Give some examples of these problems. How were these problems handled or not handled? In your opinion, how would you handle them if you were the manager? Do employees receive positive comments or acknowledgement for their work?
- 3.6 Other comments if any regarding the work environment

INTERNSHIP REPORT

SECTION 4 – OBSERVATIONS

- 4.1 Did you observe any purchasing, project management, project development, sale orders, accounting and cost control procedures or techniques of your business? Who does the purchasing and how is it managed?
- 4.2 Did any of your duties exemplify what you have learned in any of your wind energy classes? If so please explain and give examples
- 4.3 Explain what assignments and projects you worked on throughout your internship. Be **DETAILED** and give examples.
- 4.4 Did you received any hands on training or made any out of office visits to wind farms, meetings, conferences, etc? Please explain and provide examples.
- 4.5 Other comments if any regarding observations.

NOTE: several of these questions may require you to interview your manager or other key people in the organization to find the answers.

INTERNSHIP REPORT

SECTION 5 – CONCLUSION

- 5.1 Describe ONE of the greatest strengths you realized about yourself during your internship.
- 5.2 Describe ONE area of weakness that this internship helped you to overcome, or that you still need to address.
- 5.3 What were the positive aspects of this experience? Did this experience make you think any differently about your future career plans?
- 5.4 What suggestions would you have for improving this internship experience for future students?
- 5.5 Would you recommend this organization to future internship students? Why? Why not?