

Guidelines for Internship Paper/Report

Upon completion of the internship, you will need to submit a 5-page (minimum) double-spaced report summarizing the internship experiences and relating them to your major curriculum and career aspirations. The report should meet professional quality standards and should cover the following topics:

1. Where you did the internship and who was your supervisor(s)
2. On-the-job training
3. Job experiences
4. Special projects/assignments, if applicable
5. Working relationships with peers and supervisor(s)
6. Your preparation for the job requirements expected of you (skills, knowledge, judgement, personal qualifications)
7. Your overall evaluation of the internship with respect to the amount of training, learning and goals achieved
8. Make a connection between your internship experiences and courses you have taken in your major
9. Relate your career aspirations to your internship experiences
10. Other information you'd like to share.
11. Appendix with samples of your work activities if available.
12. Attach a time log showing activities you were involved in and when. Include specific day, dates, specific hours worked each day, total of hours worked each day, and a brief summary of your internship involvements/activities for each day.