

MBA Program
SOUTHEAST MISSOURI STATE UNIVERSITY

GUIDELINES FOR INTERNSHIP PAPER

All interns are to complete a typed, final report on their internships experience and forward two copies to the internship coordinator within two weeks of completion of the internship. The paper should contain the following components:

Overview of the Professional Field

- Duties and Responsibilities
- Required Knowledge, Skills, and Attributes
- Salary Ranges
- Career Opportunities

Overview of the Company or Firm

- Brief History and Mission
- Overview of Products and/or Services Provided
- Organizational Chart
- Company Policies
- Expected Performance and Ethical Standards

Job Analysis of Intern Position

- Description of Tasks Performed, Including Procedures and Responsibilities
- Computer Hardware and Software and Other Equipment Used
- Relevant Business Terminology Used
- Summary Time and Activities Log

Reaction to Internship

- Employment and Orientation Process
- Intern Evaluation Process
- Co-Worker Relationships
- Supervisor Relationships
- Benefits Gained Through Internship Experience

Evaluation of Internship and Traditional Classroom Components

- Discuss Coursework or Activities Most Valuable in Preparation for Internship Identify
- Coursework or Activities suggested were Completed Before Internship
- Suggested Changes in Curriculum or Activities To Strengthen Overall Program and Internship Program