

EXPLORATORY INTERNSHIP (276) FINAL REPORT REQUIREMENTS

A final report on your internship is required. Students participating in semester long internships must submit final reports to faculty sponsors one week before the first day of finals. Students participating in shorter internships are required to submit reports one week after completion of the internship experience. Reports should be a minimum of 3 pages and must be typed and double-spaced. Faculty sponsors are encouraged to set any additional requirements he/she deems appropriate.

Internship reports must include the following:

1. Your name, the name and address of your internship site, the name and title of your supervisor, and the dates of your internship.
2. Describe in detail the history and the overall organization of the agency/company for which you worked.
3. Describe your duties and the way in which they contributed to the achievement of the organization's goals. Attach any agency literature or examples of your work.
4. Describe in detail the work of the professional people with whom you came in contact during your internship.
5. How does this experience affect your college and career plans? Do you see courses of study you would like to pursue as a result of the internship?
6. What recommendations would you make to improve this internship for future interns?
7. What advice do you have for other C-S students who may intern in this location?

