

PROFESSIONAL INTERNSHIP (476) 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 6 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 organization, 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.
3. Describe a typical day on the job
4. Describe some of your projects and the way in which they contributed to the achievement of the organization's goals. Attach examples of your work if possible.
5. Describe in detail the work of the professional people with whom you came in contact during your internship.
6. Describe the career opportunities you see in your internship company or another like it.
7. What do you need to accomplish personally and professionally to function successfully in this field?
8. Describe the relationship (or lack of relationship) between your course-work at Culver-Stockton College and the internship. Describe the theories, facts, skills, or competencies applied during your internship.
9. How has this experience affected your academic and career plans? Did you confirm or reject a career choice? Did you discover a need for more training? Be specific.
10. Describe your greatest challenge on the job. Describe your greatest weakness during the internship.
11. What recommendations do you have for improving this internship for other Culver-Stockton students? Do you have advice for future interns?