

## Department of Business & Economics

### Guidelines for the Written Internship Report

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Your written report should be 3-4 double spaced pages for each hour of academic credit. If, for example, you are registered for 3 hours of credit your paper should be 9-12 pages in length. Although it is not required, you should keep a journal. This journal will help when you prepare your oral presentation and written report. **Both the presentation and report should tie together your work experience and academic courses.** Stories about specific incidents are generally more interesting than generalities.

Your employer has been sent an evaluation form. Before you leave your job at the end of the internship, please remind your supervisor to complete and return the evaluation form. Course credit cannot be awarded until the evaluation form is submitted.

You are also required to complete an evaluation form regarding your internship experience. Please include the form as an appendix to your paper.

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Here are some topics you may want to include (remember to relate these topics to your academic courses where possible):

What is the organization's internal structure?	Are employees encouraged to volunteer in the community?
What is your supervisor's management style?	Describe the competitive environment.
How do various departments fit into the organization?	What skills were you able to bring to the job?
How does the organization respond to problems?	What skills were you lacking?
Describe the "culture" of the organization (value system, dress styles, office politics, etc.)	Describe the differences between your perceptions of the organization in your first week and your last week on the job.
Do workers use the "team" approach, or do they accomplish tasks on their own?	What did you learn about yourself?
How does information flow through the organization?	Were your expectations met?
What is the organization's planning process (long-term and short-term)?	Did your experience help you make a career decision?
How does the organization relate to the surrounding community?	If you had the internship to do over, what would you do differently?

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These are just suggestions. I do not expect each intern to address all of them.