COA INTERNSHIP REPORT GUIDELINES*

Interns are required to submit a written account of their experience to the Internship Committee. To receive academic credit or complete a non-credit Internship, the student must submit a report within 20 days of the term following the internship. Revisions are accepted following the first submission, but an approved report must be on file by the end of the term following the internship.

The internship report must include some of the student's proposal information. The report is a separate document that stands alone, with different readers. The report to the Internship Committee is required regardless of other publications or written work that the student completed for the sponsoring organization. Journals, published works, photographs, or recordings may be submitted in addition to the internship report, and often act as important supplementary material, but these do not replace the report itself.

*If the student has met the writing portfolio requirement, no signature is needed by the writing center on the first draft of the report. These reports may be submitted directly to the Internship Office by email or hard copy. If the student has not met the writing portfolio requirement, then a signature from the Writing Center is required and demonstrates that the report has been reviewed for grammar and spelling. Please add the name of the tutor to the first page of the report and number the pages.

The completion of the Internship requirement is based on the content of the report and students should follow the guidelines by using them as headers for each section. Students should stress what they learned that they had not known before. The report should be written objectively with specific examples of new concepts or ideas. The report should offer observations on how the real world works. Also students should include how the experience broadens the student's perspective beyond the actual work performance. The student should expect revisions from the committee. Examples of internship reports are available in the Internship Office.

A report on an eleven-week or an eight-week experience that occupies less than five typed pages may be superficial, but a longer report may need revision. The report becomes part of your permanent file so please be attentive to organization, grammar, spelling, and appearance. Returning interns are encouraged to attend the Internship Committee meeting when their reports are reviewed.

All returning interns will present their experiences to the COA community through a poster. Posters will be the presentation venue and should include a general introduction of the internship sponsor and overview of the internship, new skills acquired, major accomplishments, and the influence on academic focus and future goals. The presentation will serve both to enhance the intern's perspective, and serve the community by sharing others' experiences. See specific poster guidelines below.
Have you sent a thank you to your internship sponsor? Please do so – cards available in the internship office if needed.

**COA CREDIT OR NON-CREDIT REPORT GUIDELINES**

The Internship report (five pages, double-spaced recommended) should include:

* Use this list as suggested section headers.

* Introduction and information about the organization/sponsor, location, dates, and specific examples of job tasks/projects. Readers are unfamiliar with your proposal.

* A review of the organization/business and its mission: Does it do as it says? Include examples of employer’s “culture” and work environment. Please offer specific examples.

* Include goals and objectives from the internship proposal: Were they met and how so? Offer specific examples.

* How did the experience differ from the student’s expectations? What are you most proud of?

* New skills and information gained. Please be specific. List JOB skills gained and how they might apply to employment interests after graduation.

* If involved in field research and data collection, offer observations and insights into the results.

* Professional/ethical challenges encountered and your strategies for coping.

* Connection with academic focus and how will it be developed further through coursework or additional experience. Future plans.

* Relevancy to your degree of Human Ecology, please be specific.

* Comment on submitted materials listed in internship proposal - journals, photographs, work plans. May include them with the report and these will be returned to you.

**Expect revisions from the committee.**

You are encouraged to attend the committee meeting when your report is reviewed. Most likely you will need to submit a revised report at a later date. Be sure that the internship office has received your sponsor’s evaluation. Internship evaluations generally include information from the student’s proposal and report and quotes from the sponsor’s evaluation. Each time a transcript request is made, the internship evaluation will be included. Your internship file (internship proposal, resume, the letter of commitment from sponsor, internship report, and sponsor’s evaluation) will remain in the Internship Office. **Please see Jill Barlow-Kelley if you have any questions.**