

## **COA INTERNSHIP REPORT GUIDELINES**

After the completion of a required internship, returning students must submit a written account of their internship experiences to the internship committee. Using these guidelines, the first draft is due 20 calendar days into the term when students return to campus. If a student has completed the writing portfolio, they may submit the report directly to the director of the internship program. If not, a signature from the Writing Center is required and demonstrates that the report has been reviewed for grammar and spelling. Students will be invited to the meeting when their reports are reviewed. Students should expect to make revisions with the final report due by the end of week nine of the term.

The internship report must include some details from the student's proposal such as goals and expectations. **The report is a separate document that stands alone, with different readers.** The report to the internship committee is required regardless of other publication 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.

The content of the report is very important and 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 (even if the student worked remotely) and how the experience broadened the student's perspective beyond the actual work tasks or performance. It should demonstrate to the reader that something new and relevant was learned through specific examples. The student should expect revisions from the committee. Examples of internship reports are available in the internship office.

A report on an eight-week or eleven-week experience that occupies less than five typed pages may be superficial, but a much longer report may need revision. The report becomes part of the student's permanent file so attention must be paid to organization, grammar, spelling, and appearance.

Formal presentations are no longer required but students are encouraged to discuss their experiences with their peers. These conversations help to expand the intern's perspective and reflections, and serve the community by sharing these with others.

**Have you sent a thank you to your internship sponsor? Please do so – cards are available.**

## **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, their location and your own, dates, and specific examples of job tasks/projects. Readers are unfamiliar with your proposal.
- \* Include goals and objectives from the internship proposal: Were they met and how so? Offer specific examples.
- \* A review of the organization/business and its mission: Does it do as it says? Include examples of employer's "culture" and work environment that you were able to glean from working remotely or on-site. Please 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. If working remotely, how do you stay motivated? Did your sponsor keep you in the loop and if so, how?
- \* Connection with academic focus and how will it be developed further through coursework or additional experience. List classes that served you well during the internship. Include your 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.

If you have not met the writing portfolio, the writing center must sign the first draft copy prior to submission to internship committee. Expect additional 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 by the end of the term. Be sure that the internship office has received your sponsor's evaluation. The director submits narrative internship evaluations which 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.

