

TWO-WEEK REPORTS*

Here are the questions for your two-week reports. Each report should be about two pages double-spaced and answer the questions regarding your experience. Expand on the questions any way you see fit. Your report should be professional, free of typos and grammatical errors. Write clearly and include some specific details and examples to describe your experience and work activity. Put your name, organization name, report number and dates covered by each report at the top of the page.

Reports are due every two weeks.* Late reports and time sheets lose points and are the most common reason students don't earn an A for the course. I will always acknowledge emailed reports when I print them. If I haven't acknowledged your report within a week, let me know—send it again. Do not assume I received it.

If you are having any problems or issues with your internship let your professor know. Don't let them linger. Let me know right away. I am your advocate.

Report #1 (Due two weeks after you begin your internship)

- (1) What are your specific activities and responsibilities during this two-week period?
- (2) How does this activity help to reach overall learning goals for the internship?
- (3) How would you assess your learning and performance during these two weeks?

Report #2

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) Are your duties changing? What can you do now that you couldn't do before you started the internships?
- (3) What is easiest about the internship? What is most difficult?

Report #3

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) What have you not done in your internship that you want to do?
- (3) What is your most important learning so far?

Report #4

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) Assess your current progress on each of your learning goals.
- (3) What have you done to begin the research for answering your research question?

Report #5

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) In what ways has your supervisor contributed to your learning goals? Use specific examples.
- (3) How has your personal communication style changed since you began your current internship?

Report #6

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) Which of your learning goals do you think you have been most useful in guiding your internship?
- (3) Who are you interviewing to complete the research for your learning question?

Report #7

- (1) What were your specific activities and responsibilities during this two-week period?
- (2) What is your perspective toward a career in the area of your current internship?
- (3) What specific skills have you developed during this internship that you did not have before?

*For summer session internships reports are due every week.

FINAL PAPER

This is the equivalent of your final exam. It is worth 24% of your grade. This paper integrates your course work, your internship experience, and your goals for professional development. Try to put your internship into perspective and discuss your level of responsibility and initiative. The paper should be six to eight typed pages. Greater emphasis should be on Part I. Consider Part II a self-assessment of not more than two pages. The report is usually due in class the last day of regular classes.

Use subheads to organize information. Include any additional materials and examples of your work that you think might be useful in evaluating your overall performance and experience.

Part I – Research Question

Your Research Question should be answered in detail with specific examples and support. It should be based on your personal experience, interviews, outside research and activities during the internship. Use quotes and cite your resources in the body of your paper or endnotes. Both theoretical and practical topics can be explored. Your answer should reflect your new knowledge and understanding learned on the job.

Part II - Individual Assessment

Preparation

How did your courses and class work prepare you for your internship? Describe specific topics, theories, and ideas that were useful.

Knowledge and Skills

What were the most important things that you learned during this internship? Relate your learning to specific activities and experiences in your internship.

Integration

How does the internship fit into your future career or graduate plans? Write about the value of the internship experience in relation to your professional development. How will you apply the things you have learned?

Evaluation

How would you evaluate your overall performance in the internship? Support your answer with specific examples related to the intern evaluation form.