

# GUIDELINES FOR THE FINAL REPORT OF INTERNSHIP EXPERIENCE

## Purpose of Report

Each student is to submit a final report to their On-Campus Supervisor. The purpose of this final report is to summarize the Internship experience for the On-Campus Supervisor and for others, including future students interested in a similar internship. Generally, the report is not distributed to the Cooperator. New or unique experiences should be emphasized, particularly those concerning the objectives of the Internship. The report gives the student an opportunity to write his or her reflections on the program and express those things that have the most meaning now that this experience is completed.

## Preparation

Many students keep copies of their weekly reports or make a log of the principle experiences during the Internship and use these notes to write their terminal report. Some students begin the writing of their report during the last two or three weeks of the program and try to complete it during the final week of the Internship. It is recommended that the last week be devoted to this effort rather than in regular Internship activities. Such planning will give the student a chance to ask further questions or clarify points that may not be well understood while still in the presence of the Cooperator. The major advantage of wrapping up the report while still on the Internship is getting it completed before returning to campus. Delayed reports become an added burden. An Incomplete grade is given in cases where the final report is not in the hands of the On-Campus Supervisor by “Finals” week.

## Format, Content and Length

The report should include an “Introduction,” a “Discussion” of the different aspects of the internship and a “Conclusion.” The Introduction will serve as an opening statement and should include where and with whom the Internship was accomplished and the objectives of the learning experience. Acknowledgements to the Cooperator should be indicated in the Introduction. The major content of the report should relate those items that seem of prime importance to students in terms of what was learned, unique experiences gained and new methodology observed. This part of the report provides the opportunity to write considerable detail about a facet of the Internship experience that was most educational or meaningful. A rehash of the weekly reports should be avoided. The last portion should include the student’s conclusions about the experience and any recommendations that should be passed on for the benefit of the next student and the On-Campus Supervisor.

Depending on how many credits you are working toward, the length of the typed report should be between three (3) and twenty (20) pages, double-spaced. **Typically, we expect 2-3 pages per credit.** Pictures, brochures, etc., are encouraged. Care should be given to correct spelling, punctuation and grammar.