

Internship Work Report

Questions and Answers

Why do I have to do a work report?

The Internship Program is designed to provide students the opportunity to integrate their studies at University with educationally-related work experiences in a variety of employment settings. As such, experiential education becomes a part of the overall academic experience and an integral part of a student's education. The required work report is one way that the faculty can monitor and evaluate this experience. Therefore, the work report is used as the primary means of determining a student's award of credit.

The work report in any form should be considered as a formal academic assignment. It will be evaluated by a faculty member of your department in this manner. It should be prepared with the same level of serious attention and scholarship that would be given to any other academic assignment. Inadequate or late reports will result in inferior or incomplete grades.

How Long does the report have to be?

The paper should be neatly prepared, generally about 3-5 pages in length, and written in the formal style expected of a professional report. Be as specific and complete as possible. The reader should be able to determine what type and amount of technically related learning has been accomplished. The emphasis should be on your specialization and technical aspects of your position and how it relates to the organization, its products, and services.

When is the report due?

The report is due on the last day of your internship placement.

All reports should be submitted to the university supervisor/ coordinator or company supervisor depending upon the agreed arrangements.

HAND WRITTEN REPORTS WILL NOT BE ACCEPTED

How should I begin to organize the report?

Review all materials and documents that relate to your assignment; including job descriptions, written reports, organizational charts, and any evaluative comments you may have received. Your log of your activities will help you recall things you wish to address in your report.

What else should I keep in mind?

You may wish to have someone such as your coordinator, supervisor, mentor, or other individual review your report. They may be able to provide meaningful comments and suggestions to improve your effort. In addition, a well-developed written report can be an excellent way to promote your interests and abilities within the organization.

Any other helpful hints?

You should keep a copy of the final version of your work report, in case any issues arise.

Report Guidelines

The attached guidelines are intended to serve as a broad outline to develop your thoughts.

Cover Page

- Full name
- Year & Major
- University
- Company Name
- City of Company
- Starting & End date of Internship

Report Body

I. Introduction

Provide a one-paragraph summary of your work report. Try to inform the reader of the scope of your assignment. Indicate the nature of your assignment and a statement of your responsibilities. This will help the reader focus on the direction of your comments.

II. Nature of the Work Setting

What are the functions, products or services of your employing organization? What is the organizational structure of your employer? What is the relationship of your unit or department to the overall structure? What are the objectives of your position? Why does it exist? How does your position fit with other operations, both intra- and inter-departmental? Does your position utilize your technical background?

III. Duties and Responsibilities

This section should comprise at least 50% of your total report. It should be written in the formal style expected of a technical report. Be specific and complete as possible.

Provide a detailed account of your major activities to date, with an emphasis on the specific technical functions of your position. Indicate any additional responsibilities you anticipate before the completion of your internship. Discuss your assignments and their relationship to your field of study. What have you learned? What have you accomplished that will make you more competent at your specialization?

Have you and your supervisor discussed future trainings and their relationship to your overall experience? What types of work assignments would be beneficial to your career development?

IV. Relationship to Career Goals and Study

In what ways have your career goals been reinforced or modified during your internship experience? Have you changed your plans for future coursework? Has the experience enabled you to better focus on potential career options?

V. Overall Evaluation and Conclusion

Has your employment experience met your expectations? In what ways has it differed from your objectives? In what ways could your placement be improved by your employer? by you? Have your assignments provided a broad, developmental experience? and/or Has your internship given you a progressive, in-depth learning experience? Have you been satisfied with the level and nature of the supervision you have received? What would you want your professors to know about your experience, your educational enrichment, your technical accomplishments and your overall development?