

ORGANIZATION OF INTERNSHIP FINAL REPORT

* **COVER LETTER**

This is addressed to the Program Coordinator, introducing what is enclosed and the purpose of the report. Print on laser or letter-quality printer.

* **TITLE PAGE**

Include title, your name, name of sponsor, internship course number, and date of report.

* **TABLE OF CONTENTS**

* **SUMMARY**

Highlight the overall goal(s) of the internship, the nature and scope of your responsibilities, and results achieved. This should take one page, two maximum. In preparing it, you will be drawing upon important segments of your report.

* **PROBLEM/NEED ANALYSIS**

Describe the problem, need, or opportunity your internship addressed.

* **INTERNSHIP APPROACH**

The purpose here is to explain, in some detail, your specific responsibilities, assignments given, and general approach, i.e. how you went about things during the term of your internship. Since each case is different, there is no set format as to how you describe this part of the story.

For example, if you were heavily involved in a computer system development project, you might explain the system itself, with emphasis on procedures, hardware, and software.

* **RESULTS AND CONCLUSIONS**

Summarize outcomes of the internship, from two perspectives:

1. What you feel it accomplished for the sponsoring organization (such as benefits, improvements, new methods, etc.)
2. What the experience did for you, in terms of professional development, new insights as to business problems, additional skills acquired, etc.

* **APPENDICES**

Include whatever documentation you feel is appropriate to support the points emphasized in the main body of report.

* **CONFIDENTIALITY**

It is assumed you will discuss with your supervisor what information and documentation can be "disclosed" in your report.