

## **ORGANIZATION OF INTERNSHIP FINAL REPORT**

### **1. TITLE PAGE**

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

### **2. TABLE OF CONTENTS**

### **3. INTRODUCTION**

The introduction will serve as an opening statement and should include where and with whom the internship was accomplished and the overall goal(s) of the internship:

- 1) Overview of the organization
- 2) Overview of the section you work in
- 3) Overall goal(s) of the internship

### **4. PROBLEM ANALYSIS**

Describe the problem, need, or opportunity your internship addressed. Highlight the nature and scope of your responsibilities and the main tasks assigned to you.

### **5. INTERNSHIP APPROACH**

The purpose here is to explain, in some detail, your specific responsibilities, assignments given, what was learned, unique experiences gained, new methodology observed 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/software, tools and technologies.

## 6. ACHIEVEMENTS AND CONTRIBUTIONS

Discuss your achievements and contributions to the project(s) and the company

## 7. SUMMARY AND CONCLUSIONS

Highlight the overall goal(s) of the internship, results achieved, and any recommendations that should be passed on for the benefit of the next student and the academic supervisor. 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.

## 8. 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 field supervisor what information and documentation can be "disclosed" in your report.*