



## **Brief: Written Final Report**

**500 – 1000 words / 2-4 pages typed & double spaced.**

Your written report should include:

- A profile of the host organization and your department.
- An overview of what you did in your work term, what new skills and experiences you have gained, and how the position helped or did not help in reaching your learning objectives.

What you accomplished during your work term and what your goals are for your next work experience after the school graduation.

The report must be in compliance with the **American Psychological Association (APA) citation style**, in a professional standard business report format and be suitable for reading by other students. Your final report is not an instrument to indicate impressions of this or other colleges and should not contain any other information that you will be uncomfortable having your supervisor, co-workers or other students read.