**WRITTEN REPORT: THE INTERSHIP EXPERIENCE GUIDELINES**

**PURPOSE:**

* The internship program integrates classroom theory with on-the-job training and observation.
* For a three (3) credit hour internship, student interns will prepare a well-written report using appropriate business and academic vocabulary describing the experience.

**REQUIREMENTS:**

1. **You are to submit a formal report/paper that is 3-5 pages long.** The report should be well written with introductory and concluding paragraphs. Any reference used must be appropriately cited. The written report should be titled “The Internship Experience” and is to be based on your training and observations at the business/organization during your internship. The report should consist of the following:
2. **Introduction**
3. **Business/Organization Overview-** describe the business/organization’s primary business activity. Also, include brief historical summary of the business/organization and any items of significance.
4. **Job Overview-** describe the daily duties of your job; describe your chosen field of study and how the job duties you performed relate to your field.
5. **Pros and Cons-** describe the benefits of your internship to you personally and professionally. Describe any negative aspects of your internship.
6. **What was your overall opinion of your internship experience and would you recommend internship with this agency to other students?** Identify 3-5 significant points that justify your conclusion. Support your points with a comprehensive explanation incorporating sound reasoning.
7. **Conclusion**
8. **Format**
9. Title page and appropriate headings based on the APA Writing Style
10. Double space
11. One-inch margins
12. 12 point Times New Romans font
13. Works cited page (if necessary)

(help on the APA format can be found at [www.apastyle.org](http://www.apastyle.org) or <http://www.citationmachine.net/apa/cite-a-website>)