

# Appendix G: Internship Report Procedures and Outline

*To be completed by Intern upon Completion of internship by the date agreed upon in Appendix C.*

At the completion of your internship, you will submit an organized report. It should be professional in nature, demonstrating good writing with attention to detail. Your final internship report should contain the following information:

## Title Page

Include your name, location of internship, number of credits approved for internship, your contact information.

## Table of Contents

Describe how you have organized the information about your internship.

## Introduction

Describe the organization for which you worked. Include a brief history, the audience served, and the service provided. Describe your internship experience and its relationship to the organizational structure (in other words, include an organizational chart which shows who reports to whom in your organization, and where you fit in the organization's line of communication and responsibility).

## Duties and Responsibilities

List each of the major duties and/or responsibilities to which you were assigned during the internship. For each major duty/responsibility, discuss the following points:

- Tasks or area of responsibility
- Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.
- Using a scale of 1 (low) to 5 (high), rank the degree to which the tasks/responsibilities challenged you as an individual. Explain your ranking.

## Self-Analysis

Now that you have completed the internship, perform a self-analysis in terms of your professional and personal growth, development of competencies, surfacing strengths and weaknesses, emerging attitudes and values, crystallization of career objectives, feelings of increased/decreased confidence and assertiveness, and satisfaction or dissatisfaction with career choice.

## Student Evaluation of Internship

Include a copy of your final Student Evaluation of Internship (Appendix F).

## Copies of Weekly Log Reports

Each intern is required to keep a weekly log of activities (Appendix D). Interns will be required to email or mail these weekly to the BHSU advisor. You must include copies of these weekly logs in your report binder.

## Copy of Resume and Cover Letter

Each intern is required to update his or her resume and cover letter based on feedback received from either the writing assistance center, internship coordinator, or internship site supervisor. Include original resume and cover letter as well as your updated resume and cover letter in your report binder.

## Photo Documentation (both print & digital)

You should include one or more photographs of you in your internship setting in your report. You should also submit one or more digital photos that show you and your internship site to your internship coordinator. Check with your internship coordinator for how to submit your photo (D2L, email, or other). Please note that you must have written permission (i.e., photo release) if there are any identifiable persons in your photos, and a copy of this needs to be sent to your University Internship Coordinator.

## Other Documentation

You should include any applicable brochures, marketing information, web pages, lesson plans, training schedules, or pictures that describe the organization, agency and your role. These materials will prove helpful to you in the future.

## Thank You Letter

Prepare and enclose a photocopy of a thank-you letter to your Site Supervisor thanking him or her and the organization for allowing you the opportunity to learn from them. Use some of the information from the above self-analysis to write the letter. Be sure to use proper grammar, punctuation, etc., as you are representing not only yourself but also BHSU and the future School of Behavioral Sciences students.