



Black Hills State University | School of Business **FINAL REPORT OUTLINE**

At the completion of the internship, the student will submit a final report to the Internship Coordinator. Although there is no requirement on the number of pages, students should ensure that the report is professional in nature, demonstrating proficient writing and attention to detail.

The following documents must be submitted with the final report:

1. *Completed Reflection Logs (Appendix D)*
2. *Student Evaluation of Internship (Appendix F)*
3. *Copy of the professional thank you letter sent to the employer*

The Final Report will include the following sections:

TITLE PAGE

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

INTRODUCTION

Describe the history of the employer, the customers served, the product(s)/service(s) provided and the market in which it competes.

Describe your internship experience and its relationship to the organizational structure.

DUTIES & RESPONSIBILITIES *(5-10 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:

1. Tasks, duty, or area of responsibility.
2. Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.



APPENDIX - G

3. University course work (e.g., classes, theories and concepts) that was applicable to the tasks/responsibilities. Compare the concepts you had formed in class to the actual work or activities you were involved with on the job. Use specific course titles, theories, and concepts.
4. 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

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. *This section of the report should be at least one page in length (double spaced).*

IMPACT ON INTERNSHIP SITE

Please describe how your internship encouraged and challenged you to impact, engage, and innovate.

Evaluation of the Program MOVE

Please comment on the overall quality of the School of Business Internship Program. Offer any recommendations for improving the internship experience for future students. Also, please offer any recommendations you may have to improving the University's or School's course offerings.

Professional Thank You Letter MOVE

The student should prepare and send a letter (not a card) to the employer. Attach a copy of the letter to the final report. Be sure to include your appreciation for allowing you the opportunity 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.