

REQUIRED FORMAT FOR INTERNSHIP REPORTS AND SEMINAR INTERNSHIP GRADING SYSTEM

Form of Reports

- Reports shall be written by students in Word and sent by email to the internship Coordinator.
- The heading on page one should give the following information: student's name, summer address and telephone number, report number (I or II), date, employer, and immediate supervisor.
- The format for written reports should be that of a term paper, using complete sentences with correct grammar, spelling, and structure. Reports should demonstrate college-level communications skills.
- Reports must be double-spaced with main topics capitalized and underlined. Originality of reports is encouraged. The reports will become an important part of the evaluation for grade determination. Late reports may result in a lower grade.

REPORT II—A REPORT ON STUDENT'S WORK PROGRESS

A. Attitudinal Change Response

1. What are some of the innate problems or concerns of this business that you did not see at the time of the first report?
 - a. detail work problems
 - b. detail labor relations problems
2. How have your work responsibilities changed from the time of your first report?
 - a. with regard to work assignments
 - b. with regard to work responsibility
 - c. with regard to customer/client relations
 - d. with regard to work load
 - e. with regard to efficiency changes in yourself

B. Self-Evaluation

1. Outline your own faults and virtues as they apply to yourself and you job after eight weeks.
2. What effects might failure on your part have upon the efficiency of the business? Why?
3. What ways or means have you used to improve the execution of your duties?
4. Do you consider you attitude toward the firm to be satisfactory or unsatisfactory? Elaborate.
5. Comment upon your attention to cleanliness, promptness, pleasantness, work habits, and attention to your job responsibilities. Elaborate.
6. How do you rate yourself with regard to attitude toward customers or clients of the business for which you are working?
7. At this point, have you contributed favorably to this training station? State detailed reasons for your answer.

C. Work Station Evaluation

1. Did this work-station provide an interesting and educational experience for you?
2. Were your duties rotated frequently to provide a variety of learning experiences?
3. Is your supervisor fair in assigning and evaluating you work?
4. Would you recommend this station to other student interns?