

Instructions for Written and Oral Reports

General Instructions

Each student intern must prepare a final written report and an oral presentation, both summarizing and evaluating their internship experience. The written report should be typed, double-spaced, and should not exceed five pages. Submit a copy of the report to the Internship Coordinator and Sponsoring Faculty Member the week before final exams begin. Internships are evaluated on a satisfactory/unsatisfactory basis. Whether the student passes or fails the internship will depend in part upon the quality of the written and oral reports.

Academic credit will not be given just for good performance on the job. Rather, academic credit will be awarded based on evidence that the student has received a valuable educational experience, which complements classroom learning. The final reports should, therefore, permit the Internship Coordinator and Sponsoring Faculty Member to adequately evaluate the overall learning process provided by the internship.

Suggested Outline for Paper:

1. Introduction (2 to 3 paragraphs)

Describe the internship in general terms. Include the name of the company, identify its principal lines of business, state its size, assets, number of employees, and other such information. Describe how the department or function you worked in fits into the company as a whole.

Provide specific details about the internship. State the average number of hours worked each week, name and title of supervisor, and the overall duration of the internship.

2. Learning Objectives/Tasks Worked On (1 or 2 pages)

This section of the report should identify the learning objectives of the internship agreed upon by student, employer, and representatives of the Turner College of Business (TCOB). In addition, it should describe the specific aspects of the work tasks, activities and responsibilities assigned to you. Tasks should be described in terms that will permit the Internship Coordinator to understand how the work relates to professional practices.

3. Representation of Completed Tasks (1 or 2 pages)

Give specific examples of tasks that you completed (e.g. website, advertising/communication tools, training procedures, etc.)

Instructions for Written and Oral Reports continued

4. Evaluation (1 or 2 paragraphs)

Provide your own evaluation of the internship. Was it intellectually challenging? Were you allowed to use your own abilities? Would you recommend a similar internship for another student? How did it affect your career goals?

Oral Presentation

The oral presentation will occur during finals week. This presentation should highlight the contents of the written report and be presented in a very professional manner (e.g. PowerPoint presentation, additional visual aids, student's dress and attitude in answering questions). The talk should last no longer than 20 minutes, with questions and answers.