

California State University / Environmental Protection Agency Internship Program (for-credit) - Final Report Instructions

When there is approximately 1 week left in your internship, regardless of your status as an undergraduate or graduate student, you should begin working on your final report. You must turn in a final report **before** this internship is complete.

Your faculty advisor and EPA mentor should review and approve your final report before it is officially submitted to the Water Resources and Policy Initiatives (WRPI) Program Manager, Christina Rodriguez.

Final Report Instructions:

1. Font size should be preferably 12 point, but no smaller than 11 point.
2. Margins should be 1 inch.
3. Insert page numbers in your report.
4. You may make the final report your own by choosing your own format, style, etc. Your report should cover all the topics listed in the Final Report Outline.
5. Use proper grammar and punctuation and proofread your report before it is submitted. Remember, potential employers may read your report and you want to make a professional impression.
6. If you have proprietary or confidential information that is needed in the report to fully communicate the research findings, contact Christina Rodriguez, WRPI Program Manager for additional instructions. **Your final report will be publically distributed and will be published on our project website.**
7. Submit your report electronically in either Microsoft Word or PDF to Christina Rodriguez, chrodrig@csusb.edu

Final Report Outline

1. Cover Page

This section should include your project title, name, university name, time period of your internship, faculty advisor and EPA mentor's names and agency or university he/she is from, and the date the report is submitted.

2. Table of Contents

3. Acknowledgements

You need to include the following acknowledgement in this section: "This project was made possible through the 2013 Memorandum of Understanding between the U.S. Environmental Protection Agency Region IX and the California State University." Additionally you may acknowledge your advisors, mentors, and other individuals/organizations that supported and assisted with your project.

4. Executive Summary

The executive summary should be a brief overview of your entire project.

5. Project Objectives

This section should be an introduction to the project and convey what your original goals were on this project. If your goals changed over the course of the internship, mention the revised goals and the reason for the change. You also should discuss the specific project tasks you originally set out. If your tasks varied from the original ones, discuss the changes and the need for the changes.

6. Project Approach

Discuss what methods or steps you took to achieve your goals and your tasks from the above section. If your approach changed over the course of the internship, discuss the changes and the reasons for the changes.

7. Project Outcomes

This section should discuss your results and an analysis of your results, if applicable. If your results were unexpected or negative, try to explain the reasons and what could have been done differently. If any lessons were learned during the course of the internship, mention them in this section.

8. Conclusions

Sum up your project in this section. Include any recommendations for further research. Be sure to discuss how this experiential learning internship has furthered your career goals.

9. Appendices (if any)

This section could include any references, graphs, photos, maps, presentations, etc. that are needed to properly convey the work done during your internship. You may have multiple numbered appendices as needed.