

# Internship Final Report

## The requirements for the internship final report are as follows:

1. 5-7 pages (not including title page and table of contents).
2. Typed, double-spaced with 1 inch borders, and font size of 11 or 12.
3. Utilize blackboard or email to submit the internship final. Email submissions should be sent to: [jessicac@csusb.edu](mailto:jessicac@csusb.edu)
4. Final reports are typically due during the 15th week of the internship. Check with the internship coordinator if additional time is needed.

## The layout should be in report format:

- \* **Cover/Title Page**  
Course Title, Student Name, and Email Address
- \* **Table of Contents**  
Should coincide with the bullet points below
- \* **Report**  
Report considering the bullets points and expanding upon midterm
- \* **Works Cited**  
Only necessary if outside sources were quoted
- \* **Appendices (optional)**  
Share samples/copies of items completed during the internship.

## Report content should include the following:

(provide citations where/when necessary)

- \* An introduction outlining the content of the report.
- \* The name of the host business/organization, the type of business/organization, as well as a brief history.
- \* To which department/division were you assigned?
- \* Identify those with whom you worked, including their titles.
- \* Describe the relationship held with your host supervisor and co-workers.
- \* Describe your internship duties and responsibilities.
- \* What **goals** were accomplished during the internship, and what **objectives** were utilized to meet those goals?
- \* What challenges did you encounter during the internship, and how were they resolved?
- \* Which classes and/or theories/concepts/principles were you able to apply, or found useful during this internship?
- \* What were the worst and best experiences during your internship?
- \* Provide a succinct conclusion summarizing the key points of your internship.