**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
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.