

Internship Final Reflection Paper 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 Canvas to upload the final. Contact Jessica Chavez at jessicac@csusb.edu for any issues or concerns.
4. Final Reflection Papers 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.