

# INTERNSHIP MIDTERM GUIDELINES

- \* Minimum one-page (2 pages for PA students)
- \* Typed, double-spaced
- \* Include your name, host organization, and internship course (e.g. MGMT 575)
- \* Submit midterm report via Blackboard (or email Jessica Chavez at: [jessicac@csusb.edu](mailto:jessicac@csusb.edu)  
*PA students - please submit via Blackboard AND email to Dr. Anderson: [jfanders@csusb.edu](mailto:jfanders@csusb.edu)*

## ***Midterms should include the following:***

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### ***Internship Host***

- Name the internship business or organization, briefly identify the type of business or agency, and provide a brief history and context of the organization. *This will be expanded upon in the final report.*
- Name and describe the division or unit to which you have been assigned.  
Provide information regarding the host supervisor: name, title, as well as others with whom you work.
- Explain and describe any orientation/training processes.  
(i.e., office etiquette, office practices, safety guidelines, etc.)

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### ***Goals, Learning Objectives, and Assignments***

- What goal(s) and objectives were established at the beginning of your internship?  
What objectives have you worked on thus far to meet goal(s)?
- Describe some of the assigned duties and responsibilities to which you have been assigned.
- Did you have a brief informal meeting with your supervisor around the **second or third week** to confirm expectations are being met? (If not, an informal, mid-point check-in is recommended with your host supervisor.)

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### ***Evaluating***

- So far, have you encountered any challenges? If so, how were they addressed?
- So far, what particular courses have been useful in applying your internship roles and responsibilities?
- What internship projects remain to be completed?

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### ***Learning***

- Have you had a chance to attend meetings and/or other work-related events to observe business operations and management in a different setting?
- Have you had a chance to network with management and others? If so, under what conditions?
- Are you satisfied so far with your learning experience? Have you been able to contribute to the mission of the business or organization? Briefly explain your answer, and provide examples of both positive and negative aspects of your internship. Do you have any suggestions to improve on the negative aspects (if any)?

***Remember, if you're unclear about how to proceed with this assignment, please contact the Internship Coordinator.***