Award Title: WRPI Disadvantaged Communities Center Community Water Internship  
Lead Agency: Cal State San Bernardino University Enterprises Corporation  
Award Period: 09/01/15-08/31/19

**Final Report Instructions**

When there is approximately 40 hours 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. Log the hours you work on your final report on your timesheet, as you will be paid for your report generation.

*Your advisor should review and approve your final report before it is officially submitted* to the Water Resources and Policy Initiatives (WRPI) Internship Manager, Christina Rodriguez. Draft final reports may be submitted to Christina Rodriguez, whose contact information is below, for comments and review beforehand.

**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., but follow the Outline below. Your report should cover all the topics listed in the 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. Submit your report electronically in either Microsoft Word or PDF to Christina Rodriguez, chrodrig@csusb.edu.

7. If you have proprietary or confidential information that is needed in the report to fully communicate the research findings, contact Christina Rodriguez, WRPI Internship Manager, at the contact information below for additional instructions. *Your final report will be publicly distributed and will be published on our project website.*

**Final Report Outline**
1. Cover Page
This section should include your project title, name, university/college name, time
period of your internship, advisor's name and agency, organization 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
supported by DWR Grant no. xxxxx." Additionally, you may acknowledge your
advisors and other 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.

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.

If you need further clarification, contact:
Christina Rodriguez
WRPI Internship Manager
909-537-3615
chrodrig@csusb.edu