

**THE CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT**  
**INTERNSHIP PROGRAM**  
**STUDENT REPORT GUIDELINES**

**CONTENT**

At the end of your internship experience you are required to submit a report (1 Credit: 2-4 pages, 2 Credits 4-6 pages, 3 Credits 10-12 pages, 4 Credits 12-14 pages, 5 credits 14-16 pages, 6 credits 18-20 pages) consisting of the following:

- I. A summary statement of the nature of the agency or business where you worked, its funding patterns, staffing patterns, and structure. Explain the "big picture" - the context within which you performed your duties and tasks. Give any organizational background you think will be helpful in understanding your position and how it relates to the whole. **Remember, if you use the organization's website or literature be sure to refer to your source to avoid plagiarism.** Proper citation format is required.
  
- II. A statement that addresses your orientation to the position as well as the specific duties and the tasks performed during your assignment. You might include activities such as attendance at staff meetings, interaction with other employees, or any other activities that advanced your understanding of the job. Please include any materials related to your job that will help us to better understand the nature of your assignment. If not addressed in section I, include your understanding of how your activities and those of your immediate co-workers fit into the "big picture" discussed in section I.
  
- III. A summary of the knowledge and/or skills you have acquired through your internship assignment. This section of the report should give evidence of your academic growth and professional development. **In what ways were you able to integrate classroom theory with the practical experience gained at your work site?** If you are returning to the classroom (everyone except second semester seniors) how will your work experience enrich your future studies? What can you now offer to a classroom as a participant, which you could not have offered, had you not had an internship experience? Any positive or negative aspects of the internship assignment or the program should be included.
  
- IV. A statement reflecting back on the learning objectives you selected during the registration process. Here you will explain what activities you engaged in to achieve the objectives you selected. Ask yourself, "What have I learned from this experience that I didn't know at the beginning?" Please be sure to align your response with the learning objectives you selected. To access the objectives you selected go to your Homepage on Handshake and click on Career Center → Experiences → View Details

**Learning Objective Example:**

**Learning Objective:** Successfully write a publishable press release.

**Means of Accomplishment:** If writing a press release is not already assigned to me, request the opportunity to write one. Research and seek advice on how to write press releases from co-workers and faculty. Write the press release. Have my supervisor review and edit drafts until it is in publishable form.

**Means of Measurement:** Employer publishes/uses press release or indicates that it could be used. Press release is added to appendix of student paper.

- V. **All Gabelli students** must include additional scholarly research in this report. Use periodicals to examine current research on a topic of your selection that is relevant to your industry and compare that information with your placement experience. The research section of your paper is intended to give you the opportunity to take some aspect of your internship and do some research on it. It might be similar to the type of research you would do once you are working in the field. Think about what you have been doing and see if there is some aspect of it you would like to know more about, or if there is information you could find that would be helpful going forward. The term theoretical means you should emphasize current theories as opposed to practice. In marketing, for example, you might research the applications, advantages, and drawbacks of using Twitter as a marketing tool (theory) but not how to set up and maintain a Twitter account (practice). In Accounting or Finance, you might research how the 2008 crash impacted the industry of your internship, and how your internship site compares to other similar companies. Also, project how things may change again in the next 5-10 years. How the economy is impacting business would work for just about everyone at this point, but you may think of something that interests you more. The research section doesn't have to be long; a couple of pages should do it. A reference page should list the publications used in writing your report. Use proper citation form. Use of appendices is encouraged.

#### **FORMAT AND GRADING PROCEDURE**

Your report should be typewritten, double-spaced, on 8 1/2 x 11-inch paper with suitable margins and headings, 12 point and Times New Roman font. You should include a title page consisting of your name, employer's name, faculty sponsor and date of assignment. **You should closely examine your report for grammatical and spelling errors.** You may want to have your draft reviewed before submitting your report. Pages should be numbered.

#### **TO UPLOAD PAPERS INTO HANDSHAKE**

To submit your report, upload it into Handshake. Go to [rwu.joinhandshake.com/login](http://rwu.joinhandshake.com/login) → enter ID and password → Click on your Name → Documents → "Select from Computer" → Document Type "Other Document". **Please Do Not submit your report directly to your faculty sponsor.** Your report is only one part of the grading e-packet your faculty sponsor receives and disregarding procedure causes confusion and slows the grading process. Please note you do not need to make your paper "Public".

If you wish to receive your grade on time and avoid an Incomplete, upload your report into Handshake by the deadline specified on the internship deadline sheet. To access the Internship Deadlines go to your homepage in Handshake and click on Career Center → Resources → Internship/Practicum Instructional Forms → 2020-2021 Internship Deadlines. This is especially important for seniors who will need the credits earned through internships to graduate on time, and those who wish to make Dean's List. If you have questions please contact the Center for Career & Professional Development at 401.254.3224.