

INTERNSHIP SUMMARY REPORT

One copy of this report is given to the internship coordinator and one to the university faculty supervisor.

Student Name:

Date:

I. BACKGROUND INFORMATION

- Full Address of the Intern Site
- Responsibility and/or Goals of the Intern Site
- Physical Setting in which the Project was Accomplished
- Student Relationship/Responsibilities to Persons at the Intern Site

II. DESCRIPTION OF INTERNSHIP SITE

- Orientation/Introduction to Organization, Procedures, Requirements
- Training in Specific Techniques or Methods Not Previously Encountered
- Qualifications/Training of Internship supervisor(s)

III. DESCRIPTION OF THE INTERNSHIP ACTIVITIES

- Summary of Participation, Observations and Responsibilities

IV. EVALUATION OF INTERNSHIP

- Degree to which Learning Objectives were Met
 - Degree to which Coursework Related to Internship
 - Value of Internship in Preparing you for Future Career Success
 - Quality of Site Supervision
 - Adequacy of Counsel and Support from Southeastern
 - Recommendations for Improving the Internship (need for courses or information to prepare future students for internship)
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ORAL PRESENTATION OF INTERNSHIP EXPERIENCE

Internship site & dates:

During the presentation describe:

1. Background information about the internship site.
2. Daily/weekly tasks and responsibilities
3. Projects completed
4. Your goals and objectives accomplished
5. Positive and negative aspects of the experience
6. Suggestions to improve the academic experience
7. Recommendations for future internship experience
8. Coursework that prepared you for this experience
9. Recommendations for future interns at this site.

GUIDELINES FOR POWERPOINT

Time length. 10-15 minutes.

Slides should be arranged somewhat as follows:

- ❖ Cover slide with your name and date
- ❖ Site name and supervisor
- ❖ Type of Department or Facility
- ❖ Description of activities conducted during the semester
- ❖ Identify new skills learned
- ❖ Courses that proved helpful to conducting activities
- ❖ **Major project(s) completed.**
- ❖ Courses that proved helpful to conducting major projects.
- ❖ Benefits of interning at this site. (If you feel there were some)
- ❖ Negatives of interning at this site. (If there were any)
- ❖ Any other information you feel you want to give.