

Internship Spring 2020 - Final Written Report (Revised 4-6-2020)

Overview: The purpose of this written report is for interns to reflect conscientiously on their internship. This report is meant to provide interns an opportunity to express their thoughts, opinions, and views of the internship experience. In addition, through this analysis, interns should be able to identify areas of personal growth and maturation. Interns should also comment about any other items/events that played an important part in their internship experience or academic career as it relates to their professional career goals.

Note: As the Spring 2020 semester was one in which many businesses temporarily closed and the majority of students were not able to complete their internships due to the **COVID-19 (Corona Virus) pandemic**, this document was revised on April 6, 2020 to provide students with the opportunity to share information on how this health crisis impacted their internship organizations and themselves.

Learning Outcome:

- Students will acquire professional skills and knowledge by participating in experiential and applied learning opportunities, including internships.
- Students will be prepared to be successful in their subsequent professional and/or academic careers by demonstrating proficiency in oral and written communication skills.

REQUIREMENTS FOR THE WRITTEN REPORT: The Written Report is a summative paper in which you reflect on your entire experience working at your host site. The discussion forum dialogue on Blackboard and your internship experience should help inform your report.

ASSIGNMENT DUE: IN HARD COPY (PRINTED) Friday, April 24, 2020 NLT in class at 08:00 am Eastern Standard Time (EST) during Final Exam Period. **[Effective 3/23/2020, the requirement for a hard copy of this assignment to be turned in is waived.]** *There will be a 20% deduction off of the final written report grade for each 15 minutes late.*

SUBMIT TO: Turnitin.com & Blackboard **by Friday, April 24, 2020 NLT 8:00 a.m. Eastern Standard Time (EST).** **EARLY SUBMISSION is allowed, beginning Monday, April 20, 2020.**

Format:

- **Cover Page** in accordance with **APA Guidelines** (**not** included in page count)
- **6 (full pages) - 8 pages**, Double Spaced, 1 inch margins, 12-point, Times New Roman font
- **Structure:** Have a clear Introduction (Thesis), Body (Support) and Conclusion. Address each of the headings (see Outline below) in the order in which they are listed.
- **Include headings** for **each** of the nine (9) topics (see Outline below). You are **not** required to have an Appendix. (I do not recommend combining headings.)
- **Header:** Your last name should be included in the header, right aligned with the Internship Course you are registered for (i.e. Davenport – BUS 3450)
- **Footer:** Pages should be numbered in the footer, right aligned.
- **Works Cited:** Use Internal Citations in accordance with **APA Guidelines** i.e. (Tanner, 2015, p. 85). Minimum 3 APA citations are required, they must be in APA Format (not included in page count). Use the PURDUE OWL website to help you with your APA works cited and internal citation formatting. (https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). **Remember** that you cite the reference **within** the document, **and** include it on the reference page.

Outline:

The following outline **must be** followed when organizing the paper (relevant supporting additions are allowed and encouraged):

1. Introduction

- a. Description of the Internship, Duties, and Responsibilities.
 - i. How did you go about obtaining your internship?
 - ii. Description of department and/or position assignment.
 - iii. Description of internship activities, duties, and responsibilities.

iv. Description of orientation and training procedures provided by internship sponsor.

2. Organization/Program

- a. Write a brief sketch of the organization/program.
- b. Identify its goals and mission.
- c. **Comment on your perception of its strengths and weaknesses, both before and during the COVID-19 (Corona Virus) pandemic.**
- d. Describe the culture of the organization: dress, level of formality, physical structure of offices and how they are assigned, staff meeting style, the hierarchy, worker input in decision-making, values, and reward system.
- e. Describe the organization/program's **structure** and your role in it.

3. Change

- a. Describe changes in **your perception** of the organization during the internship experience.
- b. **How did the organization change its operations during COVID-19, both at the local and corporate level (if you are able to determine this)?**
- c. What **original** assumptions that you had about the organization have been challenged?
- d. In what ways has your understanding of the organization deepened?
- e. **Do you anticipate that the organization's business model will change after COVID-19? If so, how? If not, why not?**

4. Internship Learning Objectives and Assessment

- a. List (be specific) your internship Goals and Objectives as listed on your Memorandum of Understanding and Educational Affiliation Agreement.
- b. Describe the challenges and successes in your efforts to accomplish each of your initial objectives. Be specific. Discuss any problems that you encountered and factors that inhibited you from fully realizing all your internship goals and objectives, and how these inhibiting factors may have been avoided or overcome.
- c. Identify the specific **outcomes** for each objective, including any changes that were necessary.
 - i. Discuss the internship activities most instrumental in achieving your internship goals and objectives.
- d. What feedback did you receive from your supervisor and others? Be specific.

5. Academic Connections

- a. In what ways has this experience related to what you have learned in the classroom (this need not only include your internship class)? Provide a specific example, if possible, of how you applied something that you learned in a class to your internship.
- b. What are the connections between this experience and the knowledge that you have gleaned from your academic work?

6. Internship Accomplishments and Achievements

- a. Describe your internship accomplishments, achievements, and valuable learning experiences, including, but not limited to, new knowledge and skills acquired as a result of your internship experience.
- b. Describe how your internship duties and activities changed as a result of COVID-19.
- c. Describe the specific contributions that you made to the organization/program (what impact did you have?).
- d. Discuss the relevancy of your internship accomplishments and achievements to your **sponsoring company's** functions and goals/mission.
- e. Discuss your internship accomplishments and achievements relative to **your** personal internship goals and objectives and how this internship has helped to prepare you for your future career goals. Be specific.

7. Personal Development

- a. Describe the skills that you acquired or polished during this experience.
- b. Comment on whether this role was a fit for your talents, abilities, values, and interests.
- c. Identify the extent of your personal growth. How did it affect your strengths and weaknesses?
- d. **Having experienced an organization in crisis mode due to COVID-19, what was your most valuable take away from that experience?**
- e. What do you consider the most valuable thing that you have learned about yourself through this

internship experience?

8. Conclusion: Recommendations and Evaluation

- a. Summarize your experience in a final paragraph
- b. What do you consider the **three** most positive aspects of your internship experience and why?
- c. Would you recommend this Internship employer and site to other students? **Why or why not?**
- d. What recommendations would you give other students to assist them in preparing for an internship?

- 9. Works Cited** – Minimum 3 references in APA format that you cited in your paper (be sure to utilize internal citations in report). *I'm doing an internship, what could I possibly cite?*
- Examples are: Published Company Policy, [O*Net](#), our textbook, outside sources included in our modules, relevant text you have used during your time at Methodist University, etc.
- 10. Appendix** (this section is optional as everyone will not have a product that was developed during their internship).
- Examples of products developed during internship (i.e. pamphlets, presentations, photos of project or event, etc.)
 - Other items as appropriate.

Evaluation:

- The Internship Written Report is worth 200 points. See attached rubric for writing assignment.