



Appendix N: Internship Summary Report Guidelines

I. STYLE FORMAT

The paper that you submit should **NOT** be considered a draft.

1. Must be formatted using the guidelines in this document;
2. Must be typed (using Times New Roman or Courier font). Font size should be 12 point;
3. Must be double-spaced;
4. Must have one-inch margins on top and bottom and 1 ¼' margins on each side;
5. Must be paginated in the upper right corner;
6. Must be left justified;
7. Must be printed one-sided;
8. Must be thorough and well organized;
9. Must be grammatically sound and free of typographical errors;
10. And must be submitted in a 3-ring binder.

Preparing a quality, professionally written paper will, in most cases, minimize the chances that faculty reviewers will mandate major revisions. **NO ELECTRONIC SUBMISSION (i.e., faxed or emailed) OF SUMMARY PAPERS WILL BE ACCEPTED.**

II. SEQUENTIAL ORDER OF THE PAPER

- **Title Page**
- **Table of Contents**
All headings appearing in the table of contents should also appear in the body of the paper, appropriately placed and italicized as needed in the paper.
- **Introduction**
This should include a historical review of the Host Training Establishment (HTE) / Organization / Company followed by a current overview IN YOUR OWN WORDS with proper citations of sources from which the information is drawn. The student objectives for the internship should be listed in numerical list format. The cover sheet for this chapter is considered page 1. The page number should be on the upper right of the page. The Table of Contents may be left unpaginated, or use small italic letters, beginning with *i*, *ii*, *iii*, etc.
- **Structure and Functions of the HTE / Organization / Company**
This should be a detailed discussion of the organizational structure and functions of each of the operating units/departments within the ENTIRE THE / Organization / Company in YOUR OWN WORDS with proper citations of sources from which the information is drawn as needed. Discuss how the entire agency is organized, as well as the roles, responsibilities, and programs provided by each operating unit/department. NOTE: Include an organizational chart in the appendices.
- **Description of Experiences and Activities**
This shall consist of a thorough, in-depth discussion of the various experiences and activities the intern was involved in during the internship no matter how minute the task may seem. Make this section written in detail. Explain the major activities first, followed by minor experiences. Leave nothing out. Copies of all projects whether completed or not must be submitted with the summary paper. Do not include materials such as a 100 page orientation manual if you did not assist with the creation. Include these copies in the appendices.
- **Perception and Judgments about the Internship**
This is the student's own assessment/evaluation of the internship. Elaborate on each of the following in narrative format:

- **The Internship.** The following questions should be answered in narrative format.
 1. List objectives in numerical list format. Discuss if and how they were achieved.
 2. Did the internship meet your personal expectations?
 3. Was the organization open to your ideas?
 4. Would you like a career in your program major?
 5. Would you recommend the organization to other interns?
 6. How could this experience have been improved?
 7. What was your greatest accomplishment?
- **Work Performance.** The following questions should be answered in narrative format:
 1. What prior skills did you use in this internship? List new skills and knowledge acquired.
 2. Were you satisfied with your performance on assignments and projects?
 3. Did you meet deadlines?
 4. Did you use your time efficiently?
 5. Honestly rate the overall quality of your work.
- **Personal Benefits.** The following questions should be answered in narrative format.
 1. How have your academic and career goals changed?
 2. What impact did this experience have on your personal growth?
 3. What insights have you gained regarding your field of study or profession?
- **References**

Most, if not all, paragraphs in Chapters 1 and 2 should have a citation. These can be personal communications if you obtained information through interviewing methods (personal communications are only found in the text and not the reference list), as well as references of paper documents and web pages. AMA or APA style should be used to format the paper and reference list.
- **Appendices**

Include a copy of each project whether complete or partially complete. Any items you produced in conjunction with the internship should be exhibited. If the items are difficult to three-hole punch or you do not wish to do so, you may use sheet protectors. Every page of the appendix must be paged sequentially in your document and be reflected on the Table of Contents. Other helpful hints include:

 1. All appendices included must be discussed in the body of the paper and include a page reference. Cite appendices as in one of the following ways: (Appendix A, p. 23) or Appendix A (p. 23) depending on the sentence format.
 2. Appendices are arranged according to the order in which they are discussed in the paper (i.e., the first appendix discussed should be Appendix A; the second should be Appendix B, and so on).
 3. Make certain the pages in the appendices are properly numbered. The page number provided in the Table of Contents and cited in the main body of the paper should be consistent. The appendices section should begin pagination where the Reference page ends.
 4. A cover sheet should be supplied for each appendix (Appendix A, p.) and paged.
 5. Titles of tables, graphs, etc. should be on the right margin.
 6. Each appendix must be labeled with Appendix A (or whatever the letter is) and the title.

III. Frequently Asked Questions

- **What should be included in the appendices?**

For meetings you just attended, you can mention them in your Chapter 3 narrative. You do not need to put minutes, agendas, or handouts in the appendices unless you actively contributed to the development.

If you presented at a meeting, or were active in planning it contributing to the execution (such as taking and completing the minutes), then include in the appendices.

Focus on telling your story of your meaningful activities, contributions, and providing the documentation for those in the appendix.

I am not looking for a fifty page handout from a 1/2 day meeting that you were given in the appendix.
- **Are there a specific number of pages that must be met for the final internship paper?**

The length of your narrative depends on the total number of hours you spent at the site (Host Training Establishment), your projects, and your activities. Substance (content), quality, and completeness is important in the report. Likewise, thoroughness, readability, organization, strong projects descriptions with results, and strong reflections are recommended. If you have less than 18 pages in your narrative, it is probably not thorough enough. If you have more than 60 pages, you may not be presenting concisely. A well-written narrative usually consists of 18 to 40 pages, with an average of 25. The average length of each chapter may be: Chapter 1-- 3-5 pages; Chapter 2—4-10 pages; Chapter 3—10-20 pages; Chapter 4-- 5-8 pages.

In some academic courses, some teachers may really stress length, but in the real business world, good writing means clear organization, clear writing, and communicating without a bunch of fluff that wastes the reader's, i.e., time.

IV. Hints on References, In-Text Citations, and Personal Communications

APA or AMA style format is acceptable. Using the reference and citation functions in Word, it may work for traditional books and journal, but does not work for many nuances, such as personal communications. An example of a personal communication, such as an interview, would be an in-text citation (First Initial. Last Name, personal communication, month date, year)

1. Personal Communications

Example: If you interviewed an officer about the history of the HTE/Organization/Company, you would do an in-text citation following the information. Use the following guide: (FI. Last Name, personal communication, Month day, year).

The organization began in 1924 (J. Clerc, personal communication, May 31, 2012).

OR

Dr. Jeanne Clerc (personal communication, May 31, 2012) indicated the organization began in 1924.

Since there are no written records of personal communications, you do not list them on your reference page.

2. Written References

Any written references or electronic versions must be listed on the Reference Page.

- a. **Book.** The general order for a book would be:
Author Last Name, FI MI(if known). (year or date). *Title*. Location of Publisher: Publisher.
(APA Manual, 2010).
- b. **Journal Article from an Electronic Source.** For a journal article from an electronic source:
“Author, A.A., Author B, B.B., & Author C.C. (year). Title of article. *Title of Periodical*. Xx, pp-pp. doi: xx.xxxxxxxxxx” (APA Manual, 2010).
The doi is known as the digital object identifier. If unknown, use this format: Retrieved from http://www.xxxxxx.
- c. **A Written Handbook or Manual.** For a reference that exists as a written handbook at the site:

“Author(s). (Year of Publication). *Title*. Location of Publisher: Publisher”(APA Manual, 2010).

Example:

Beloit Regional Hospice. (2012). *Policy and Procedure Manual for Beloit Regional Hospice*. Beloit, Wi: Author.

In this case, we assume individuals at the site authored the manual.

It would also be correct to assume the author is unknown. In this case, put in the information that you do know and you would begin with the title.

Example:

Policy and Procedure Manual for Beloit Regional Hospice. (2012). Beloit Wi Beloit Regional Hospice.