



**Appendix P: Internship Report Format for Degree & Non-Degree Programs**

During your internship, you are responsible for completing and submitting three (3) internship reports, usually emailed to your Career Training Coordinator (CTC) every 100 hours for those completing 300 hours or every 200 hours for those completing 600 hours requirement. These reports should help you learn about the overall operation of your internship agency /organization or Host Training Establishment (HTE). In addition, the reports are a method of documenting and communicating to your CTC with your experiences during internship. Note that CTC will not remind you of when these reports are due. Failure to submit reports will reflect negatively on your internship.

Each report consists of your assessment about our internship experience and information about the agency / HTE. While you can set up a schedule with your internship advisor that fits our particular internship, the following schedule is suggested:

	300 Hours OJT	600 Hours OJT
<b>First Report</b>	Week after 100 hours	Week after 200 hours
<b>Second Report</b>	Week after 200 hours	Week after 400 hours
<b>Final Report</b>	At the end of the final internship week	
<b>Self Evaluation Report</b>		

**Report Format**

All reports are to be submitted via email. Each report must conform generally to the following format:

Begin with summary details, and then include your response to the items in Section I. Then in Section II, you should address the topic assigned for the particular phase of your internship.

**I. STUDENT’S ASSESSMENT** (Minimum one page long)

Name	
Weeks covered in report	
Dates covered in report	
Total Hours for Weeks Reporting	
Total Hours to Date	

**Critical analysis and interpretation of activities and events** (*not just a list of accomplished tasks*):

1. Activities. Describe your experiences during these two weeks as they relate to each of the goals and / or tasks listed in the Agency Information and Approval Form.
2. Problems. Identify any problems(s), both major and minor, you have had during this reporting period with some analysis on how you plan to solve them.
3. Insights Gained. What have you learned from your experiences during this reporting period.

**II. INTERNSHIP REPORT COMPOSITION**

The second part of each report should address the individual topics described on the following.

<b>First Report</b>	Due after 100 / 200 hours	<b>Describe the Host Training Establishment (HTE) /Agency</b>	<p>This report should familiarize both you and your Career Training Coordinator with the Host Training Establishment (HTE)/ Agency. Provide a brief history of the founding of the HTE/Agency, its current propose, and legal status (private, public, nonprofit). Provide a general description of the agency’s programs and services, clients, treatment groups, collaboration with other allied agencies or community organizations, accreditations, regulations, mission and purpose of the program.</p> <p><u>Do not provide copies of pre-written agency documents, but rather describe your own understanding about the agency.</u></p>
		<b>Describe the organization and administration of the agency</b>	<p>Include a copy of the agency’s organization chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the HTE/agency. Discuss the agency’s personnel policies: hiring practice, orientation program and in-service training, salary and benefits information.</p> <p><u>Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.</u></p>
<b>Second Report</b>	Due after 200 / 400 hours	<b>Describe the marketing and public relations of the agency. Describe the volunteer and internship program</b>	<p>Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated?</p> <p>Described the volunteer and internship program. Explain how volunteers are recruited and utilized with this agency. Describe the internship protocol. Discuss how the agency markets to potential volunteers and interns. (Include any forms you feel are important).</p>
		<b>Describe your job responsibilities as an intern</b>	<p>Itemized your duties and responsibilities undertaken. You may include special assignments or projects and accomplishments.</p>
<b>Final Report</b>	Due at the final week of internship	<b>Over-all summary of your work experience at the HTE/Agency</b>	<p>Discuss your overall internship experience by answering the following questions:</p> <ul style="list-style-type: none"> <li>▪ What goals were met during the internship experience?</li> <li>▪ What goals were not met and why?</li> <li>▪ What were some of the strengths developed during the internship experience?</li> <li>▪ What skills do you still need to improve and ways improvements can be made?</li> <li>▪ What academic courses were helpful in preparing you for this internship?</li> </ul>

			<ul style="list-style-type: none"> <li>▪ What academic courses would have been helpful in preparing you for this internship?</li> </ul> <p>Also discuss your professional goals, and how they have been impacted by your internship experience.</p> <p>Include an assessment of the THE/Agency by answering the following questions:</p> <ul style="list-style-type: none"> <li>▪ What were strengths of this HTE/Agency for internship experience?</li> <li>▪ What were weaknesses of HTE/Agency for internship experience?</li> <li>▪ Would you recommend this internship site to other student? Explain why or why not.</li> </ul>
		<b>Internship Evaluation and Assessment</b>	Use Internship Self Evaluation Form.

### III. INTERNSHIP SELF EVALUATION REPORT

The evaluation is composed of the following parts:

- Part I : General Informational Items
- Part II : Evaluation of the Organizational Environment of your Internship Site
- Part III : Evaluation of Your Internship Performance
- Part IV : Evaluation of Your Degree of Learning
- Part V : Summary Evaluation and Other Comments
- Part VI : Demographic Information

General Instructions:

1. Please give careful consideration to all of the items in the evaluation form and provide thoughtful, candid, and accurate responses to each of the items.
2. For each evaluation item, also provide specific comments and suggestions for changes and improvements.
3. Your identity will remain anonymous and confidential in any reports that are produced from this evaluation. Your responses will be combined with those of other student interns in your program of study to create summary reports that will be used by faculty and administrators to improve the School of Management.