

Internship Report Guidelines

Every student is required to write an Internship Report upon completion of their internship.

The Internship Report serves multiple purposes:

- Help the student develop written communication skills
- Serve as an archival record of the internship experience
- Give the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned
- Allow the student to describe the science content of the internship
- Have the student to reflect on the initial goals of the internship and how they were (or were not) achieved during the internship

Report Format

Each Internship Report (3 pages minimum) will follow the format described below.

Title Page

List the student name, the internship director, the internship site, and the semester of completion

Table of Contents

List of the contents of the internship report

Learning Objectives/Internship Objectives

Lists the original objectives of the internship

Introduction

The introduction should include a description of the internship site and the scope of the work completed during the internship. It may include background information necessary to understand the work completed during the internship.

Description of Work

This section contains a summary of the work completed during the internship and a discussion of the significance of the work.

Internship Discussion

This section contains a discussion of the internship and should address the following points:

- Were the objectives achieved?
- What skills (scientific and professional) were learned during the internship?
- What challenges did you experience during the internship?
- What is your overall evaluation of the internship experience?