[Internship Report]

This report should be written carefully as it tells the Internship Director not only what you have done in the internship, but also what you gained from the experience. The report should be approximately two pages single-spaced in length and typed. This report should not be a description of your on-the-job activities; rather, it should analyze your experiences in both professional and personal terms. Attach appendices of any studies, reports or projects that you have prepared or helped to prepare. The first paragraph should summarize the internship itself – the organization, your specific job within the organization and details of your duties. The following are some questions that may help to generate ideas about the report:

- Describe a particular day in detail.
- What have you learned in college and in the English major (e.g., writing, reading, communications, logic, group work) that has prepared you for this job?
- What skills have you had to learn on the job? What do you still need to learn? (skills, information, etc.)
- What did you like/dislike about the job, and what was the most surprising realization you had? How was the experience valuable to you? How could it have been made more valuable?
- Are there specific events in which you participated or were there particular problems that you observed from which lessons can be learned?
- What were the group dynamics? How did social interactions affect the work that is done?
- From your observations of the organization, can you think of any measures that would improve the organization's effectiveness?
- Was your perspective on this particular career altered as a result of your experience? How has this experience affected what you plan to do in your future work life?