

APPENDIX E

INTERN REPORT PROCEDURES AND OUTLINE

Note: Use the entries within your weekly logs to complete the following report. This report must be completed and handed in to the BHSU Internship Coordinator before a grade will be issued. Your final report should be professional in nature, with attention to detail.

A. Introduction

Describe the history of the employer, the customers served, the product(s)/service(s) provided and the market in which it competes.

Describe your internship experience and its relationship to the organizational structure.

B. Duties and Responsibilities (5-10 responsibilities)

List each of the major duties and/or responsibilities to which you were assigned during the internship. For **EACH** major duty/responsibility (side heading), discuss the following points:

- Tasks in duty or area of responsibility.
- Problems or difficulties, personal and otherwise, encountered while performing the tasks and the solutions you reached.
- University course work (e.g., classes, theories and concepts) that was applicable to the tasks/ responsibilities. Compare the concepts you had formed in class to the actual work or activities you were involved with on the job. Use specific course titles, theories, and concepts.
- Specific concepts or facts that would have been helpful to have known in order to complete the tasks in a more timely manner or more effectively and efficiently.
- Using a scale of 1 (low) to 5 (high), rank the degree to which the tasks/responsibilities challenged you as an individual. Explain your ranking.

C. Self-Analysis

Now that you have completed the internship, perform a self-analysis in terms of your professional and personal growth, development of competencies, surfacing strengths and weaknesses, emerging attitudes and values, crystallization of career

objectives, feelings of increased/ decreased confidence and assertiveness, and satisfaction or dissatisfaction with career choice.

D. Evaluation of the Program

Please comment on the overall quality of the Internship Program at Black Hills State University. Offer any recommendations for improving the internship experience for future students.

Also, please offer any recommendations you may have to improving the university's or department's course offerings.

E. Prepare and enclose a copy of a thank-you letter (a letter, not a card) to your Site Supervisor, thanking him or her and the business for allowing you the opportunity learn from them. Use some of the information from the above self-analysis to write the letter. Be sure to use proper grammar, punctuation, etc.