

PERU STATE COLLEGE

Graduate Internship

Final Report Requirements

Style

1. Include a title page, your name, the name and address of your employer, the name of your director/supervisor(s), date, title of your project, name of the college representative overseeing your internship.
2. The paper should be at least twenty pages using 12-point typeface and double spacing.
3. Use appropriate spelling, grammar, and clarity of expression.

Content

1. **History and background:** when organization was founded, type of product or service produced, number of employees, departments, organizational structure, etc. Be sure to cite your sources.
2. **Job Description:** List your duties and the approximate percentage of your time spent doing each.
3. **Skills you acquired on the Job:**
 - a) Technical – new equipment and process skills
 - b) Human relations – communication and supervisory skills
 - c) Problem solving and time management skills
4. **Work Environment:** Describe the physical layout and other aspects of your work station.
5. **Method of Training:** Were your training objectives met? In what way? If not, why not?
6. **Problems:** Why did they occur? How did you solve them?
7. **Major Accomplishments:** Work-related or personal.
8. **Academic-Site Training:** Which courses and coursework helped prepare you for your assignment; at the site what did you learn for which you had little or no classroom preparation?
9. **Career Preparation:** Relate the experience to your major area of study and to your future career objectives.

Attachments

1. **Resume:** Attach to your report an updated resume which includes a notation covering your internship.
2. **Supplementary Materials:** Attach work samples to your report. These might include memos prepared, spreadsheets developed, statistical references, presentation notes, number of hours worked, etc.