

Internship Report Guidelines

From Student

Students must submit both a mid-semester and final report to the academic advisor.

Your reports must be 1-2 pages in length.

Your reports must include:

- Location of Internship
- Name of Field Supervisor
- Your title
- Your job description
- Description of the skills you developed or honed during your internship
- Description of tasks you have completed, and, in the case of mid-term reports, tasks you have yet to complete
- Description of how these skills or experience will likely apply to your future professional career

From Employer

At the conclusion of your internship, you must ask your internship field supervisor to write a letter of evaluation that details your job duties, quality, usefulness and timeliness of work products, work ethic, attitude, general expectations and the degree to which you met those expectations, etc.

General requirements

- 100 hours must be worked for each one credit hour taken
- Mid-semester reports are due at the end of the eighth week of the semester during Fall, Spring and Summer C; and at the end of the third week of the semester during Summer A or B
- Final reports (employer/supervisor and your own) are due by the last day of class in the semester during which you are taking the internship to receive credit
- Copies of mid-semester and both final reports must be given to your academic advisor, chair of your committee and the Graduate Division
- To be eligible for an internship, students must have completed two semesters of relevant coursework and/or have relevant professional experience
- All internships must be approved by graduate coordinator or assigned faculty member **before** applying
- No retroactive credit will be awarded for internships
- Internships are S/U and do not count toward the electives on all degree plans. Please check your specific plan.

12/7/12
07/09/13
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5 things you should never do at your internship

Jorie Scholnik, USA TODAY College contributing writer 5:35 p.m. EDT July 8, 2013

<http://www.usatoday.com/story/news/nation/2013/07/08/what-you-should-never-do-at-an-internship/2499909/>

Internships can turn into job offers. Don't let a great opportunity slip through your fingers by making one of these crucial mistakes.

With so much competition for job placement following internships, you definitely don't want to make any of these critical mistakes.

Internships allow students to explore a career while providing the opportunity to network, develop mentor-mentee relationships and gain valuable work experience. Internship coordinators often let their interns sit in on meetings, send company e-mails and try their hand at working on projects. If interns shine, it's possible bigger assignments will come their way and higher-ups in the company will notice their work.

Therefore, it's common for internships to turn into jobs. With the job market being so competitive, internships are a direct way for students to showcase their skills and demonstrate their professionalism. With so much weighing on the internship experience, here are five things to avoid doing:

1. Showing up late and missing deadlines.

An internship is the time to transition from being a student to a professional, which means that showing up on time and making deadlines is important. Doing these things also signals that you are responsible, dependable and care about your work, which are qualities needed to secure a job.

2. Ignoring company culture.

Interns are focused on learning new skills (which is important), but it's also essential to look around the office and observe common practices. Do people correspond in person or via e-mail? Does everyone wear a suit to the office? Do your co-workers always stay late on Tuesdays? Interns should sync their work habits to what the employer values.

3. Declining an invitation to a company function.

It's understandable that after working a 40-hour week for little (or no) pay that an intern would rather skip out on the company picnic. Don't. By going to company functions, interns can show they are part of the team and meet upper-level managers they normally wouldn't interact with on a daily basis.

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RELATED: [A detailed guide to scoring a great recommendation letter](#)

4. Never asking for feedback.

If an intern cares about securing a job after graduation, it may be intimidating to ask questions or seek ways to improve. Internship supervisors don't expect perfection. Instead, they want to see someone who is willing to grow and improve.

5. Missing the opportunity to express gratitude.

If a co-worker takes time to answer all your questions or helps you enhance a project, send a [thank-you](#) note. Also send a [thank-you note](#) at the end of your internship to everyone who assisted you throughout the process. It shows you valued their time, and it is one more way to network.

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