

INTERNSHIP REPORT GUIDELINES

From Student:

Students must submit both a mid-semester and final report to the academic advisor. The reports must be 1-2 pages in length and must include:

- Location of Internship
- Name of Field Supervisor
- Student Job Title
- Student Job Description
- Description of the skills developed or honed during the internship
- Description of the tasks completed, and (for mid-semester reports) tasks yet to be completed
- Description of how these skills or experience will likely apply to future career

From Employer:

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

General Requirements:

- 100 hours must be worked for each 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 from the student and field supervisor are due by the last day of class in the semester during which the student is receiving internship credits
- Copies of the mid-semester and final reports must be provided to the student's academic advisor, committee chair, and the grad division (please submit all reports/documentation to gradstudies@jou.ufl.edu)
- 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 the academic advisor before applying
- No retroactive credit will be awarded for internships
- Internships receive S/U grades and are not eligible as electives on all degree plans. Please check with your academic advisor.