

## **Guidelines for SPEA Internship Paper**

At the conclusion of an internship, the student intern may be required to submit a substantial written report to fulfill the conditions of the internship. This written report should describe the organization, the internship assignment, and a reflection on the internship experience. You may also be asked by your Faculty Mentor to include additional information. The report should be submitted by the due date given on the Internship Proposal Form. It is important to begin gathering information for the paper while you are still on the job. Keeping a journal, whether it is required or not, will help you retain key information. As a guide to the preparation of your paper, your report should include the following:

1. A description of the employing organization, including a brief history.
2. What service does the organization provide and who does the organization serve?
3. A description of your internship assignment including:
  - a. Describe your responsibilities during the internship.
  - b. Evaluate of your contributions to your assigned job and the effectiveness of your work to the organization.
  - c. Evaluate the job as an internship assignment – what was good, what was poor, what could have been better?
4. Reflect on your internship experience and compare how your SPEA or other university classes (specify courses) have helped prepare you for your work or make suggestions on what courses you wish you had taken or wish were offered. Note any practices you have observed or have been taught on the job which were contradictory to what you have been taught.
5. This should be a typed, formal and thoroughly presentable paper. It should be proofread and should contain no grammatical or spelling/typographical errors. If the paper is not done appropriately, you will be required to redo the paper.