



## Final Internship Report

At the end of the semester or term, student interns must turn in the following as a final report and evaluation:

### Part A

#### Intern and Internship Site Information (one page only)

- Your Name
- Your Address
- City, Zip Code
- Your Home Phone # (including area code)
- Your e-mail address
- Semester internship taken
- Internship Site
- Professional Supervisor's Name
- Company Address
- City, Zip Code
- Professional Supervisor's Company e-mail address
- Professional Supervisor's direct office phone number

### Part B

#### Résumé (one page only)

- Include a copy of your Résumé, which has previously been checked over by the career development office.

### Part C

#### Internship Review (one page only)

- Describe the strengths and weaknesses of the internship.
- Describe the strengths and weaknesses of your academic preparation for the internship.
- Share the main points of what you gained from this internship, and also your thoughts on what you would do differently if you had an opportunity to do the internship over again.

### Part D

#### Company Background (one page only),

- Give a short history of the organization and its ownership
- Give the present-day organizational structure and style of management (you may use a diagram to describe the structure), and include the company's mission statement.



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### Part E

Duties and Tasks (no more than two pages),

- Outline the specific tasks and responsibilities of your internship, the projects you worked on and how you applied what you've learned in your classes to these responsibilities and tasks.
- This final report should be no more than five to six (5-6) pages in length.
- It must follow this format explicitly with one-inch margins on all four sides, double-spaced.
- Enclose all materials together in a 9 x 11" manila envelope and mail to:

Christopher Gallant  
Internship Coordinator  
Digital Media and Communication  
Hilbert College  
5200 South Park Avenue  
Hamburg, NY 14075

*Alternatively*, you may submit the final report to the faculty secretary, Josephine Sewastynowicz, in Bogel Hall Room 109. Knock on the door and hand it to her, or place it in the mail chute with the name and address above printed plainly on the cover.

- It is your responsibility to make sure that the internship coordinator receives your final report by the designated deadline.

### **Deadlines for Final reports:**

- Fall Internships: Dec. 20<sup>th</sup>
- Spring Internships: April 20<sup>th</sup>
- Summer Internships: August 20<sup>th</sup>