

STUDENT INTERNSHIP REPORT

Memorandum

DATE:

TO: Faculty Internship Supervisor Name

FROM: Your Name

SUBJECT: Internship Report

Introduction:

[Briefly describe the organization's mission and goals, history, leadership, sources of funding, partners, audiences, sources of information used and types of information given out. This will give future readers a very quick idea of the organization's work].

Duties Performed:

[Describe what you did and whom you worked with. **Be careful not to violate any nondisclosure agreements when you complete this section** but be sure that you provide enough detail for the reader to understand what you did and that it is reflective of duties typical of a professional working in your field].

Working Relations:

[Discuss the degree and nature of guidance from your supervisor; also discuss the working relations within the organization -- were they pressured by a great deal of work, or relaxed; how harmonious and effective was the environment? Were there any major crises or challenges that affected your work area? Describe levels of responsibility in your work area. Who does what and why.]

How I Tried to Become a Member of the Work Team:

[Discuss your approaches to becoming an effective contributor to your unit, and any obstacles you encountered along the way].

Lessons Learned:

[Describe any lessons you learned about the work of the organization and its strengths and weaknesses, successes and failures, role in the government or in policy or with respect to the issues it is concerned with; also any lessons learned about the issues you dealt with].

Relation of the Internship to Your Career Goals:

[Briefly discuss whether/how your internship contributed to defining or even advancing your career objectives. Describe in detail how your academic program training and coursework tied in to the work that you did].

Advantages and Disadvantages of the Internship:

[From your experience, what would you say are the pluses and minuses of an internship with your organization? What benefits did you derive, either in academic, professional or other terms? On balance, would you recommend an internship in the organization, and if so what suggestions would you make to someone coming into the organization for a similar internship?]