

I. Final Report Construct:

- **Administrative Requirements:**
- Transmittal Letter
- Title Page
- Course Summary Section
- Obtain ISS approval of the Final Report
- Submit ISS certified internship hours worked
- Submit an Intern performance report from ISS (not more than two or three paragraphs)
- Submit the Final Report as a professionally organized

- SMART Objective sub-section requirements (for each Objective):
- Objective Title.
- Objective description including a description of the objective and data collecting. Available from ISS SMART briefing materials.
- Final analysis, discuss where is the status of objective completion, what is learned, and if not completed the objective. If not completed discuss reasons.
- Graph and explain raw data using a graphing method and show raw data and proof of completion based on the graphic presentation of raw data.
- “So-What,” a single paragraph of 4 to 6 sentences.

- Cite all sources, would expect a couple of outside references.
- Each objective section not to exceed a total of two pages.
- **Additional Annex Requirements:**
- A statement containing work/volunteer hours for the course period.
- Performance evaluation on accomplishing SMART objectives by ISS.

II. The Final Report includes the following components and content in this order:

- **TRANSMITTAL LETTER** (5 points)
- **TITLE PAGE** (5 points): Assignment title, plagiarism statement, and course

information

- **SECTION I Executive Summary and General Discussion**
- Executive Summary (ES) of the entire report ---not to exceed (NTE) a one-page followed by a page break
- ES should answer this...if the decision-maker only reads ES would the decision-maker want to move on through the report, or could they decide based on ES?
- General discussion of the internship activities. Note possible lessons learned, SMART Objective critical impact on internship site, and other important or so-what moments ----2 to 2.5 pages followed by a page break.
- **SECTION II SMART Objectives**

reporting (Report results on each SMART objective is a sub-section below using the previous SMART objective format above).

Sub-sections: Each sub-section should exceed two pages, including a graphic representation of results and citations followed by a page break.

- **SMART Objective One** (use the annexed format with concluding analysis)
- **SMART Objective Two**(use the annexed format with concluding analysis)
- **SMART Objective Three** (use the annexed format with concluding analysis)
- **SECTION III Administrative Submission**
- **Sub-sections:** prepared by Intern) page break following each sub-sections

- ISS statements submit hours worked and performance evaluations
- ISS comments on SMART Objectives and value to organization
- ISS viewing of final report certification.

Length:

- Final Internship Report 8 pages
- Transmittal memo, cover page, and references not in page count
- Submit the Final Report using course naming criteria.