

Guidelines for Internship Paper

You are to provide a 5-page typed, or computer-printed (double-spaced) report summarizing your total internship experiences and relating them to the international business curriculum and your career aspirations. Your report should meet professional quality standards. Your report should cover the following topics:

1. Where you did the internship and who was your supervisor(s)
2. On-the-job training
3. Job experiences
4. Special projects/assignments, if applicable
5. Working relationships with peers and supervisor(s)
6. Your preparation for the job requirements expected of you (skills, knowledge, judgment, personal qualifications)
7. Your overall evaluation of the internship with respect to the amount of training, learning and goals achieved
8. Make a connection between your internship experiences and international courses you have taken
9. Relate your career aspirations to your internship experiences
10. Other information you'd like to share with me
11. Appendix with samples of your work and your time log

Optional: (a) Suggestions for improving the internship program, or (b) Suggestions for College of Business faculty, for improving your education at Southeast. This is completely optional and no penalty will be assessed for honest comments.