

## Internship 480 Final Paper Guidelines

### PAPER CONTENTS / EXPECTATIONS:

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- I. Introduction
  - A. Expected completion date of internship
  - B. Information on the Organization / Agency
    - Background
    - Organizational structure
    - Company mission
    - Type of client / consumer served
    - Products / Services provided to consumers and/or community
    - Organization culture
    - Work environment / setting
  - C. General Information pertaining to Intern's Experience
    - Number of hours completed
    - Goals and/or Objectives of the internship
    - Description of the intern's role at the placement
- II. General Learning Experiences
  - A. Description of learning experience, goals achieved, and knowledge gained
- III. Evaluation of Learning Experiences
  - A. Goals vs. Accomplishments
  - B. Reasons why goals were or were not achieved (ie: barriers toward achieving goals)
  - C. Pointers on your experience
  - D. Impact of this experience on your career development / planning / decision making process
  - E. Relationship between this experience and your academic preparation
- IV. Conclusion
  - A. Consolidation of conclusions reached about your internship experience

***Projects may be substituted for Final Paper per approval from cooperating professor.***

### FORMATTING INSTRUCTIONS AND DEADLINES:

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- A. Report should be 2 – 4 pages in length
- B. Report **must** be typed
- C. Report must be mailed to Career Services at **Box 35** or emailed to [intern@bridgewater.edu](mailto:intern@bridgewater.edu) or brought to the Office of Career Services (Rebecca 219) by:
  - **Spring 2011:** due Wednesday, May 4<sup>th</sup>, 2011 by 12:00 noon
  - **Summer Session 1:** due Friday, June 17, 2011 by 12:00 noon
  - **Summer Session 2:** due Friday, July 29, 2011 by 12:00 noon
  - **Fall 2011:** due Friday, December 9, 2011 by 12:00 noon