

Internship 480 Final Paper Guidelines

Office of Career Services
Bridgewater College

Paper Contents / Expectations:

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 during the experience

III. Evaluation of Learning Experiences

- A. Goals vs. Accomplishments
- B. Reasons why goals were or were not achieved
 - 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

Formatting Instructions and Deadlines:

- A. Report should be 2 – 4 pages in length
- B. Report **must** be typed
- C. Report must be mailed to: Annette Williams, Director of Career Services and Internships, **Box 35** by the last day of class each semester
 - **Fall 2003:** due Friday, December 12th, 2003 by 12:00 noon
 - **Interterm 2004:** due Friday, January 23rd, 2004 by 12:00 noon
 - **Spring 2004:** due Wednesday, May 5th, 2004 by 12:00 noon