

School of Business Internship Program

Internship Assignment Instructions

Business students who enroll in an internship for academic credit are required to complete reflection assignments and evaluations that are to be submitted through D2L Brightspace to document their professional development and internship activities. In D2L, open the Internship class, go to the Assessment Tab and click on Dropbox.

Required assignments:

1. **Progress Reports (two)**
2. **Evaluations (midterm and final)**
3. **Major Project: Internship Poster Assignment (required only for students earning major elective credit)**
4. **Final Internship Report**

You should submit all assignments through D2L on or before the due date. Your Internship Syllabus will include a final deadline for submission of all assignments. Your final grade for the internship will be based on satisfactory completion of the internship assignments and documentation of completion of required hours (40 hours X number of hours of credit). All internships are graded on a credit/no credit basis.

Tip: *Create an Excel spreadsheet to keep a log of the days and hours that you work and notes about what you did each day. The work log will be a good reference when you begin to write your Progress Reports.*

1. Progress Reports

During your internship, you will write progress reports as described below. You should submit the reports through D2L on the dates shown in your Internship Syllabus. Your progress reports will be reviewed by the Internship Coordinator. After each report is reviewed, a grade and feedback will be displayed in D2L. A grade of "2" will indicate that no revisions or additions are needed. Any necessary revisions or additions will be requested in the feedback for the assignment in D2L. Please log into D2L and read the assignment feedback. Revisions should be made and the assignment should be resubmitted through D2L.

Format of the Progress Reports

Each progress report should be written clearly in standard business English and in paragraph format. You should proofread the reports carefully and correct all spelling, typographical or grammatical errors before submission.

Contents of the Progress Reports

Progress Report #1

Suggested length: 2-3 pages total

Introduction to the Internship (suggested length: 1 page)

Provide a general overview, written in paragraph format, of the organization where you are working and your internship including:

- the name of the organization and the location of your work site;
- the mission of the organization (if available);
- the industry in which the organization operates and its products (goods and/or services);
- description of the department or area in which you are working, its functions and relation to the organization;
- the name and title of your supervisors; and
- description of the orientation and/or training that you received when you began the internship.

Discussion of Experiences and Professional Development (suggested length: 2 pages)

Provide a general description of the activities and projects on which you have worked. It is not necessary to list everything that you have done. Then, in more detail, discuss at least three experiences that you feel will contribute to your professional or personal development. The experiences might include, for example, situations in which you learned something new, gained new insights, faced a challenge, or confronted a problem. Your discussion should include your reflections on the experience such as:

- How you felt about and reacted to the experience;
- What you learned from the experience;
- How the experience will affect your working style or the way in which you will handle situations in the future;
- How the experience contributed to achieving your internship objectives;
- How the experience contributed to your personal or professional development;
- How the experience related to something that you had learned in your classes.

Number of Hours Completed

Report the number of work hours you have completed so far at your internship site.

Progress Report #2

Suggested length: 1-2 pages

This report should include a Discussion of Experiences and Professional Development covering the period since your first progress report.

Discussion of Experiences and Professional Development

Provide a general description of the activities and projects on which you have worked. In more detail, discuss at least three experiences that you feel will contribute to your professional or personal development. The experiences might include, for example, situations in which you learned something new, gained new insights,

faced a challenge or confronted a problem. Your discussion should include your reflections on the experience such as:

- How you felt about and reacted to the experience;
- What you learned from the experience;
- How the experience will affect your working style;
- How the experience contributed to achieving your internship objectives;
- How the experience contributed to your personal or professional development;
- How the experience related to something that you had learned in your classes.

Number of Hours Completed

Report the number of work hours you have completed so far at your internship site.

2. Midterm Evaluation & Final Evaluation with Verification of Hours

During your internship, you and your supervisor will complete two evaluations of your internship experience. The evaluation forms may be printed from the appropriate Dropbox Folder in D2L or from the School of Business Internship Web site.

- Complete the student section of the evaluation.
- Give the employer section to your Internship Site Supervisor for completion.
- Discuss the evaluation with your Internship Site Supervisor.
- If you have access to a scanner, the evaluation may be scanned and submitted through D2L. If not, FAX a copy of the evaluation to the Internship Coordinator (217-581-6642) by the due date.
- Keep a copy of the evaluation for your own records.

3. Major Project: Internship Poster Assignment (if required)

Poster presentations often are used at professional conferences and meetings as an alternative to oral presentations. Posters provide an opportunity to share information about research or professional experiences through a graphic medium.

Assignment

Each student who enrolls in an internship for major elective credit will prepare a poster about the internship. Your poster will be displayed during the School of Business Poster Presentation.

Tip: *If you will not be on campus for the duration of your internship, please contact the Internship Coordinator for an alternative assignment.*

Due Date

Posters are due on or before the date listed on your Internship Syllabus. Deliver your poster to the Internship Coordinator in Lumpkin Hall 2051.

Purpose

The purpose of your poster is informational, i.e., to inform others about your internship experience and its relationship to your academic studies.

Audience

Business students and faculty. Keep in mind that your audience will spend only a few minutes reading your poster. Include visuals and use only small blocks.

Posters sizes

Your poster may be any of the following sizes.

- 48" wide, 36" tri-fold (for tabletop)
- 48" x 36" single sheet (for easel) – vertical or horizontal
- 40" wide x 28" tall tri-fold (for tabletop)
- 40" x 28" single sheet (for easel) – vertical or horizontal

What to include

- Text
- Photos
- Graphs
- Charts
- Flow charts
- Samples of your internship work

It is acceptable to be general in the description of your work. Secure permission from your internship employer before using any of the organization's information (including the samples of your work) or client names!

How to prepare

- Select an organizational theme – for example, you could use your learning objectives, job responsibilities, discipline models (such as the four Ps of marketing). Or you could focus on a major project that you worked on throughout the internship.
- Prepare an outline including your major points.
- Determine what information, pictures, graphs etc. that you will use to illustrate your major points.
- Lay out your poster to capture and keep the audience's interest.
- Use a title that includes your name and the name of the organization at which you worked. You might also include information on the type of business and location.

Tip: *The Internship Coordinator has sample posters available to view in the office.*

4. Final Internship Report

At the end of your internship, you will write a Final Internship Report as described below. You should submit the report through D2L by the due date shown in your Internship Syllabus. Go to the Assessment Tab and click on Dropbox.

Format of the Final Internship Report

The final internship report should be written clearly in standard English and in paragraph format. You should proofread the report carefully and correct all spelling, typographical or grammatical errors before submission.

The report should be typed in report form with a cover page. Number each section of the report to correspond with the questions listed below in Contents of Final Report.

Contents of the Final Internship Report

Overview of the Internship (1)

Provide a general overview of the organization where you worked and your internship experience including:

- the name of the organization and the location of your work site;
- the industry in which the organization operates and its products (goods and/or services);
- the name and title of your supervisors; and
- description of the department or area in which you worked, its functions and relation to the organization, and how your own work contributed to its operation.

Assessment of Learning Objectives (2)

List the learning objectives for your internship from your Internship Proposal.

For each objective, indicate whether you achieved or did not achieve the objective. Then describe the evidence that you believe demonstrates your achievement of the objective. If you believe that an objective was not achieved, explain the reasons for your conclusion.

Number of Hours Completed (3)

Report the total number of work hours you completed at your internship site.

Assessment of Personal and Professional Development (4)

- Describe how the internship has contributed to your personal development. What personal qualities have you discovered or enhanced during the internship? How do you anticipate that these qualities will affect you in the future?
- Describe how the internship has contributed to your professional development. What have you learned about your working style and professional skills? In what ways do you anticipate these skills helping you in the future?
- Discuss the personal qualities and professional skills that you feel you will need to develop before entering the workforce. Describe how you plan to develop them.

Other Issues (5)

Discuss any other issues relating to your internship that are not addressed in other sections of this report.

Overall Evaluation (6)

- Identify the strengths and weaknesses of your internship.
- Suggest changes that you would recommend that would have improved your learning experience.
- Would you recommend a similar internship with this organization to another student? Why or why not?