

## Final Internship Report

The final internship report should be professionally written. Please proofread the report carefully and correct all spelling, typographical, or grammatical errors before submission. **Please type under each bullet point you are addressing. Please email the report to [ajkerins@eiu.edu](mailto:ajkerins@eiu.edu) by the last class day of the semester.**

### Contents of the Final Internship Report:

1. Overview of the Internship
  - This section should include the information from “The Initial Report” form but should be updated/revised to reflect additional information or responsibilities experienced during the internship.
2. Assessment of Personal and Professional Development
  - 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 will help 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.
3. Other Issues
  - Discuss any other issues relating to your internship that are not addressed in other sections of this report.
4. Overall Evaluation
  - 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?
5. Future Contact Information
  - Provide a home address, email address and/or phone number where you may be contacted at a later time. This contact information will only be used by the KSR Department as a follow-up to your internship experience (e.g. employment status, any further education/training, etc.)