

## **Initial Report**

During the first week of your internship email this Initial Report to [ajkerins@eiu.edu](mailto:ajkerins@eiu.edu) before the end of the first week of your internship. The Initial Report should be typed below.

***Content of the Initial Reports*** (suggested length - One page or less)

- Provide a general overview of the organization where you are working and your internship including:
  - the name of the organization and the location of your work site;
  - a general description of your internship duties and responsibilities.
  - the name, title and contact information of your internship site supervisor; and
  - a description of the orientation and/or training that you received when you began the internship.