



Center for International & Experiential Education
Winter Term Program
309 E. Seminary St. ♦ Greencastle, IN 46135
(765) 658-6004 ♦ (765) 658-4045 (fax)
winterterm@depauw.edu

Report Writing

At the conclusion of your internship, you be responsible for completing two reports: one for your host, and another for your faculty sponsor.

Report to Internship Host – due January 29, 2010 (final day of internship) to host.

Evaluating one's experience through a written report and then discussing it in an exit interview is common office procedure. Prepare a report (2 – 5 pages) that incorporates the sections listed below; present this report to your host supervisor on the final day of your internship.

1. A description of duties and activities performed and/or observed during the project.
2. A summary of the knowledge and skills learned on the project and how they relate to the objectives outlined in the learning contract. What objectives were achieved? Were any objectives unattainable? Why?
3. A brief, tactful assessment of the overall experience. What were the strengths of the internship experience? The weaknesses?
4. Say 'Thank you'! Your host deserves gracious thanks for providing the internship experience.

Report to Faculty Sponsor – due February 5, 2010 to faculty sponsor.

Writing a summary report is an excellent opportunity to relate the internship experience to your academic and career goals. You should consider the effect that the internship has had on your academic program at DePauw (your involvement with a particular area of study, etc.). Additionally, you should assess all acquired skills, the supervision you received, and the challenges you encountered. This report is an fundamental part of your Winter Term grade. Below are some things you should consider including in your report:

1. Review your learning goals. Did you meet your goals for this project? Did you make any changes in your learning goals during the project? Explain.
2. What could you have done differently to achieve your learning goals and enhance your experience?
3. Have your career goals and/or academic goals been strengthened or changed because of this experience? If not, please explain. Be specific.
4. Identify specific skills developed through your liberal arts education that have helped you during the internship.
5. What did you learn about professionalism and interpersonal relationships during this project?
6. How did the pattern of values you observed in the work place compare with your sense of values?
7. Learning opportunities in a work experience may come from the tasks performed, from observation, or from reflection and discussion on industry issues. What do you think were your most significant learning opportunities?
8. How were you challenged during this project? What were your frustrations? What were the highlights of your experience?
9. Thoughtfully critique the supervision you received. Explain how you would supervise a person in your position.
10. Would you recommend this project to another DePauw student, either as is or with changes? Be specific.