

The Agency Evaluation will accompany this final report.

## **Your final report is due the last day of the Final Exam week.**

The ability to communicate one's thoughts, clearly and accurately, is an essential tool to success in any endeavor, regardless of the personal or professional contest. This skill is very important. This refers to BOTH the VERBAL, as well as the WRITTEN expression or thought. A demonstrated competence in this area is EXPECTED of all interns. By definition, interns are all juniors and seniors. They are soon to graduate and seek their success in their various professions. When the intern's job-site journal and final report are submitted for grading, the issue of good (business) communication skills become very real. These documents will be graded critically. They represent the intern's total record of one full term's academic experience. They should be of the highest quality in composition terms

### **Outline of Final Report Requirements:**

1. A brief description of the firm/agency where employed and a description of the department within that firm/agency:
  - a. Company detail:
    - (1) Size (dollar amount of revenues, assets, volume, number of employees, etc., if known)
    - (2) What industries the company is in or its operating function.
    - (3) Explain the circumstances if this, in part, is not available to you.
  - b. Description of the department(s):
    - (1) Size.
    - (2) What the department's responsibility is, what it does, to whom it reports, how it fits in the overall organization.
    - (3) The inclusion of an organization chart will simplify this requirement.
2. A summary of job assignments and Internships:
  - a. Personal relationship (peer, senior, subordinate) may be included in addition to any comments about systems, processes, and company procedures.
  - b. A description of major work projects, how much time was spent on each assignment, etc.
    - (1) Degree of difficulty.
    - (2) Problems the student encountered and solutions to them.

**c.** Opinion of the work assignments (boring, challenging, etc.) and whether the student learned anything from them

**d.** Analysis of how they achieved (or did not achieve) the learning objectives as stated in the Student Learning Contract.

3. Conclusion: how the student benefited, if at all, from the Internship.

**a.** Evaluation of personal growth and satisfaction, if any.

**b.** Recommendations: would the student change anything in the Internship program to make it more useful.

**c.** Should the company in question be considered for future assignments? Please return the Agency Evaluation with your final report. Thank you.

The grading scale is:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

**Adherence to the Honor Code is expected**