



## ESCI 498b: Internship Report Guidelines

Observing the following guidelines will help you complete your internship in a timely manner, producing a report that you can use to document your achievements and demonstrate your professional promise to prospective employers. For more information about internship policies and procedures, see guidelines listed on the Huxley College internship home page, <https://huxley.wvu.edu/internship-report-instructions>

**Deadline:** A complete draft is due by the third week of the final quarter of the internship. The final report is due by Friday before Dead Week in the final quarter of the internship. See report guidelines listed on the Huxley College undergraduate student advising page, <https://huxley.wvu.edu/internship-report-instructions>

**Length:** Report length should be appropriate to the internship. At minimum, the narrative portion of the report should include at least one page (single-spaced, 12-point font or smaller) for each internship credit. For example, the report for a 12-credit internship should span at least 12 written pages, not including signature page, table of contents, or appendices. The report also may include tables, figures, data forms, and other materials relevant to the internship, which would extend the report length.

**Style:** Reports should be written in professional English, in active voice, with complete paragraphs and sentences. Your report will document one of your most important undergraduate achievements; it will support your professional ambitions (e.g., impress potential employers) in proportion to the effort you invest to ensure its quality. For advice on editing your drafts toward effective writing, see: [http://faculty.wvu.edu/jmcl/Steward/1\\_edit.pdf](http://faculty.wvu.edu/jmcl/Steward/1_edit.pdf).

Reports written poorly will be considered unacceptable, and will earn an “Unsatisfactory” grade for internship credits. To ensure your report does not fall into this category, take care to avoid incomplete sentences, run-on sentences, incoherent paragraphs, or other non-professional writing. If an “Unsatisfactory” grade seems unduly harsh, consider that consequences in a professional context are much greater. Poor writing could cost you a promotion, your job, or an employment offer. In contrast, good writing will increase your professional success.

**Content:** Report content should be appropriate to the nature of your internship. All reports should contain the following sections.

- (1) Title and signature page; copy permission page. See form linked to Huxley College internship report home page, <https://huxley.wvu.edu/internship-report-instructions>.
- (2) Table of contents.
- (3) Executive summary or abstract. Should not exceed one page in length. Must summarize entire internship report.

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(4) Introduction. Provides background on the sponsoring organization, the internship topic, and details about the purpose of the internship project(s). Should include your goals or objectives for the internship, including what you hoped to learn and the nature of experience(s) you hoped to gain.

(5) Internship activities. Describe what you did during your internship.

(6) Internship achievements. Describe what you accomplished during your internship. What were the results of the activities described in (5)?

(7) Discussion and evaluation. Evaluate the effectiveness of your internship work and of the sponsoring organization. Describe successful efforts and suggest measures for improvement. Compare outcomes of your internship with your original goals or objectives, stated in (4).

(8) Acknowledgements. Thank and recognize people who contributed to your internship, particularly members of the sponsoring organization.

(9) Appendices. Include publications, data sheets, or other products relevant to your internship, as permitted by the sponsoring organization.

Guidelines in this document represent many of the faculty advisor requirements mentioned on Huxley College internship home page. This document should be attached to your internship contract. A blank internship contract form is available at: <https://huxley.wvu.edu/files/Huxley-internship-contract-2016.pdf>. Additional standards may apply, depending on the nature of the internship.