

Internship Final Report Coversheet

FS 498R: Food Science

Instructions: The outline below provides a suggested template and important guidelines for you to follow as you summarize your internship experience, and complete the final report.

- Length – 6-8 pages double-spaced, 12 point font
- Include one photo of you in action conducting some aspect of your internship.
- Your supervisor must first review your report and sign this coversheet to verify that no confidential information has been disclosed – before you submit it.
- Scan/convert both this signed coversheet and your final report into a pdf format, and email the electronic file(s) to the Internship Coordinator.
- **Due Date:** Monday of Week 14 in the semester you conduct your internship

Report Content/Structure:

I. Background Sketch of the Organization

- Company Name/Location
- Nature of the Enterprise – Describe the Products and/or Services
- Organizational Structure – Discuss the Reporting/Communication Structure for the Department(s) in which you worked
- Personnel – Review the Background and Training of those with whom you interacted

II. Description of the Internship Experience

- Summarize your Activities, Projects, Responsibilities, and/or Contributions
- Describe your Interactions with other related Departments/Operations of the Business

III. Personal Gains made through the Internship Experience

- Specific training you received to fulfill your responsibilities
- Types of equipment/instrumentation you operated or techniques you learned
- Capacity to address and solve challenges or problems
- Ability to work effectively with other people
- Leadership experience you gained
- Other new skills acquired during the experience

IV. Conclusions

- How might you have prepared yourself beforehand to get more out of this experience?
- Would you enjoy working for this organization on a permanent basis? Why?
- Has this experience increased or decreased your self-confidence? In what ways?
- What was the most fulfilling thing you learned about yourself through this experience?
- What do you consider the greatest highlight of your internship experience?

Title of the Report _____

Student Signature _____ Date _____

Supervisor Signature _____ Date _____