Receiving Credit

Course credit for an internship is dependent upon an evaluation completed by the employer and an acceptable report from the student describing the student’s internship. The report should follow the guidelines established below and should be submitted no later than the third week of classes of the semester immediately following the internship.

Report Format

Consider five main guidelines in preparing your report:

1. Give the report a business-like structure. (It goes without saying that it must be typed using word processing software and printed on a letter-quality printer.)
2. Get to the point. In business, fewer words are usually best. However, the report should be long enough to be considered a substantial rather than trivial effort. Use a rough guideline of 5-6 pages, double-spaced.
3. Proofread! Proofread! Proofread! A senior manager would be less impressed to receive a report with grammatical or spelling errors.
4. Include a cover page with your name, major & classification, UIN, company name, work phone number, semester date, and report title.
5. Be creative.

Format Suggestions

The following are some ideas that may be incorporated to give the report a business format (these are suggestions, not requirements):

- Include a well-designed cover page (not just everything centered on the page)
- Include an abstract
- Use a Table of Contents
- Divide the report into sections with appropriate headings and subheadings
- Include an introduction and conclusion section
- Add visual material such as graphics, charts, or scanned images to the text
- Use bullet points
- Add appendices to give detailed support to the report (e.g., a copy of a logo you designed, a listing of a program you coded, a sample of a manual you wrote)
- Package the report in a professional manner (e.g., folder, binder, notebook, etc.)
Content

The content of the report is described below. If circumstances do not allow you to conform the report to this prescribed structure, please contact your instructor in advance for approval to alter your report.

The report should:

- Describe the company in detail. Include items such as industry position, organizational structure (e.g., locations, divisions, organizational chart, etc.), products produced or services performed, age, status (i.e., mature, developing, etc.), philosophy, and competitive strategy. Think of other items that apply to the company as well.
- Describe the department in which your internship took place. Include items such as function, structure, management style, number of people, etc. Again, think of additional items that fit the department.
- Describe your position. Include your title, who you reported to, who you worked with, what you did in general, etc.
- Describe in detail one or two specific work assignments and discuss what you learned from them. For example, you may have been asked to work on a web page to market the company's products. The report should discuss the specifics of the design and development process. Sample screens, design flowcharts/storyboards, or diagrams of the make-up of the project team are examples of items that might be included to enhance the narrative of the report. Then, discuss how you benefited from the project.
- Discuss how the projects contribute to your education.
- Discuss what you gained from the internship.

Report Submission

A copy of the report should be submitted to your instructor no later than the third week of classes of the semester immediately following your internship.

Keep a copy of the report in case it should get lost in the mail. Drop off the report in person to your instructor, or you may leave it with an INFO staff member in 330 Wehner. You may also mail your report to:

Instructor's Name  
INFO Department  
4217 TAMU  
College Station, TX 77843-4217

Grading

You will receive a grade for the semester provided you turn in an acceptable report by the due date. If the report is not submitted in time, a grade of “I” (Incomplete) will automatically be reclassified to an “F” (Failing) or “U” ( Unsatisfactory) by the Registrar.