

Department of Information and Operations Management
Internship Report Guidelines – ISTM 684

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 deadlines noted below.

Deadline: Due by 11:59pm on July 31st

Report Format (For Internships Lasting 10 Weeks or More)

- Give the report a business-like structure. It should read like a summary of your summer internship experience and give the reader a basic understanding of the work you completed and what you learned from the experience.
- Use a rough guideline of a minimum of 5 pages, double-spaced, 1-inch margins, with 12 point Times New Roman font.
- Divide the report into sections with appropriate headings and subheadings, including both introduction and conclusion sections.
- Proofread! Proofread! Proofread!
- Include a well-designed cover page with your name, major & classification, UIN, company name, work phone number, semester date, and report title. *The cover page does not count towards the minimum number of pages.*
- Feel free to add visual elements (e.g., graphs, charts, and images) to your report, but don't rely too heavily upon them. They should comprise no more than 20% of your report. If you feel the need to include more graphics than this, you may include them in an appendix (which won't count towards the minimum number of pages).
- While appendices won't count towards the minimum number of pages, you should still feel free to add them in order to give detailed support to your report.
- Be creative.

Report Format (For Internships Lasting Fewer Than 10 Weeks)

- Give the report a research paper-like structure. You have a lot of space to work with here, so use it to go into detail regarding the work that you completed, any technology you worked with, and any lessons you learned. Further, you should conduct some research to determine whether the work you did (and how you did it) aligned with current best practices in the industry. Remember to cite any references you use to support your writing.
- Use a rough guideline of a minimum of 15 pages, double-spaced, 1-inch margins, with 12 point Times New Roman font.
- Your report should include an abstract.
- Divide the report into sections with appropriate headings and subheadings, including both introduction and conclusion sections.
- Proofread! Proofread! Proofread!
- Include a well-designed cover page with your name, major & classification, UIN, company name, work phone number, semester date, and report title. *The cover page does not count towards the minimum number of pages.*
- Feel free to add visual elements (e.g., graphs, charts, and images) to your report, but don't rely too heavily upon them. They should comprise no more than 20% of your

report. If you feel the need to include more graphics than this, you may include them in an appendix (which won't count towards the minimum number of pages).

- While appendices won't count towards the minimum number of pages, you should still feel free to add them in order to give detailed support to your report.
- 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):

- Add visual material such as graphics, charts, or scanned images to the text.
- Add appendices to give detailed support to the report (e.g., a copy of a logo you designed, a description of a program you coded, a sample of a manual you wrote).

Content

Regardless of which format you are completing, 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. The goal here is to give the reader a better understanding of the company for which you worked.
- Describe the department in which your internship took place. Include items such as function, structure, management style, number of people, etc. The goal here is to give the reader a better understanding of the department in which you worked.
- 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.
- Discuss how the projects contributed to your education.
- Discuss what you gained from the internship.

Report Submission

The report should be submitted to Canvas via a TurnItIn assignment. The MS-MIS Advisor will provide specific instructions in the summer for the submission of reports.

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 be issued. This grade will automatically be reclassified to an "F" (Failing) or "U" (Unsatisfactory) by the Registrar at the end of the following semester if a grade isn't entered to replace the incomplete grade.