

DEPARTMENT OF MASS COMMUNICATION

Internship Weekly Report

Student _____

Internship Coordinator _____

Week _____ (for example: Week 1, May 23-May-27)

Please submit this form (or a letter covering the following points) to your faculty supervisor weekly during the period of your internship. You may e-mail this report to your internship advisor.

Your report should be detailed and specific, citing what you are doing, how, why and what you are learning. It should be 1 to 1.5 pages in length. Also, please attach electronic files of samples of what you are working on or completed that week, written or graphic.

1. Describe your work for this reporting period. (Include samples of your work via attachments, pdf's, etc.)
2. What was your biggest success and what did you learn?
3. What was your biggest problem? What did you learn?
4. Were there any other problems that you think we should know about?
5. Did anything you have learned at Winthrop University particularly help you?
6. Is there something you wish you had been taught that would have helped you?

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Outline for Internship Final Report

An internship is more than performing specified duties for an employer. It is applying knowledge gained in classes and life experiences to those duties and critically analyzing the internship experience in regard to application of skills and knowledge, learning new skills and knowledge, developing confidence, meeting deadlines and the like.

An intern is expected to look beyond the immediate job to the environment, ownership and policies and procedures of the employer to put the internship experience in a broader context. Your paper critically analyzing the experience and describing the employer should follow this basic outline.

OVERVIEW OF THE EMPLOYER

- Who owns the company, how does the company fit into the corporate structure, what policies were you made aware of when you started your internship, what manuals were you asked to read and what training, if any, were you given? (You should refer to the company's annual report, if it publishes one.)
- Organization Chart (if one is available you can copy; otherwise, describe chain of command)
- Personnel you worked with and titles, up and down the line, as appropriate
- Objectives, Mission Statement, or Programs of departments in which you worked

DESCRIPTION OF DUTIES AND LESSONS LEARNED

- Summarize the duties you performed in each department in which you worked and the lessons you have learned.
- How did you fit in with the organization?

STRENGTHS OF THE INTERNSHIP

- What did you learn from the internship?
- What breadth and depth of experience did you have (how many different departments, how long in each department, etc.)?

WEAKNESSES OF THE INTERNSHIP

- What were you unable to do that you wanted to do?
- What other limitations were placed on your internship?
- What other weaknesses or missed opportunities were there?
- How significant were these weaknesses?

CONCLUSIONS [Summary of what you got out of the internship]

- Relate personal objectives in your internship agreement to your internship experience.

RECOMMENDATIONS FOR FUTURE INTERNS

- What would you tell future interns about this employer? What should they expect?

- What do you wish you had known before your internship that you want to tell future interns? How might they be disappointed? How might they be pleased or excited? The department will retain your report and place it in the Resource Center for other students to read. Because your report will be a public document, do not include in your report anything you would not want anyone else to see. You may write a separate confidential evaluation or commentary to your faculty internship adviser or the department chair.