



College of Business and Public Administration

INTERNSHIP/CO-OP REQUIREMENTS

1) Your final report is due on the following dates **unless your faculty member has instructed otherwise.**

Fall Semester: December 1

Spring Semester: May 2

Summer Semester: August 1

Please submit your report to your Faculty Sponsor. Some faculty members MAY accept reports via email- please CHECK first before emailing your report.

2) Evaluations are completed online. You and your supervisor will receive notices of this requirement three times prior to the report deadline. Please verify that you and your supervisor are receiving this email. If not, contact Penny Craig-Pickel, pcraigpi@odu.edu , immediately! You cannot receive a grade unless your evaluation has been submitted.

**College of Business & Public Administration
Old Dominion University**

Your report is an academic paper and must be approached as a professional paper suitable for presentation.

GRADING: You will be assigned a "pass" or "fail" grade. You will be graded on the content of your report as well as the results of both the **Student Satisfaction Survey** and the **Supervisor Rating Scale**. These surveys are completed and returned online. You and your supervisor will each receive a link to your individual surveys from our office. Please do not pass these links to other students as they have been especially created to gather **your** personal information. Reminder emails will be sent out two additional times to those who have not yet submitted the surveys online. The CMC will pass along the completed survey to your faculty sponsor.

DUE DATE: The due date for your paper is usually the last day of class unless your faculty member has requested a different date.

JOURNALS: Your faculty sponsor may require that you submit a weekly journal. Work directly with the faculty member to determine this requirement.

GUIDELINES: The description contained in this document is based on general guidelines and does **not** take the place of faculty requirements. Contact your faculty sponsor for clarification about his or her expectations. If your faculty sponsor has different requirements please follow them.

1. Your paper should be 5-7 double spaced pages, one inch margins on all four sides. Your site supervisor should review and sign this report for two important reasons:
 - a. To ensure that the information that you have discussed is appropriate for release and does not violate company regulations or confidences.
 - b. To ensure that the report is an accurate description of the duties and functions of the assigned position during the work period.
2. Thoroughly review all documents that concern your position, including any existing job descriptions for your current internship and for any similar permanent positions.
3. Discuss this assignment with our immediate supervisor so that you may have the benefit of his/her input during its preparation. **THIS REPORT SHOULD NOT BE WRITTEN DURING WORK HOURS.**
4. Be as specific and as complete as possible, making sure to highlight and emphasize those aspects of your position that relate to your field of study and your career objectives.

(If you are at a distant site, allow plenty of time for mail services so that your report arrives for faculty review by the due date. TELETECHNET students may use campus mail available through the Site Director.)

When writing your report be aware that simple descriptive answers will not be sufficient. A good report evaluates and makes suggestions. The following outline is provided to guide the development of your thoughts. **You do not need to answer every question in the format.**

Scroll down to next page for Report Outline.

WORK EXPERIENCE REPORT OUTLINE

If you have been with the same employer for more than one internship/co-op semester and have already written a report on that internship please contact pcraigpi@odu.edu for second work term report requirements.

I. Cover Page

- Your Complete Name
- Course Number
- Date Report is Submitted

II. Position Information

- Position Title
- Name of Organization: Briefly describe the nature of business activity.
- Name of department to which you were assigned: Briefly describe the organizational structure of the firm and where your department fits into the structure.
- Name and title of your department's chief officer
- Name and title of your immediate supervisor

III. Nature of Work Setting

A. Description

1. What are the objectives and guidelines for your current position?
2. Why does this position exist and what is it preparing you to do?
3. How has your employer helped you to understand the purpose of your position?
4. Did you receive an adequate orientation?

B. Evaluation

1. Has your employment experience met your expectations?
2. How has your experience differed from your expectations?
3. Were your initial expectations realistic?
4. In what ways do you think your initial experience could have been improved by your employer?
5. In what ways could you have improved your initial work experience?

IV. Duties and Responsibilities

A. Description

1. Give a chronological account of your major activities on the job.
2. Be sure to show your progression in responsibilities and activities performed.

B. Evaluation

1. Do you feel that your assignment(s) have provided you with a comprehensive developmental experience?
2. Did your present assignment provide progressive, increased responsibility?
3. Have you and your supervisor discussed future work arrangements?
4. What types of additional assignments do you feel would have been beneficial to you?

V. Cooperation, Coordination, and Supervision

A. Description

1. Briefly describe or diagram the organizational structure of your employing firm or agency.
2. How does your department fit in with other operations of the organization?
3. Describe the nature of supervision you have received.
4. How have you contributed to good working relationships with your fellow employees and your supervisor?
5. Describe instances when you have taken initiative or have contributed more than was required.

B. Evaluation

1. How has your understanding of the actual operations of your place of employment changed as a result of your work experience?
2. Cite examples of insights you have gained concerning human relations in the workplace.
3. Give examples of ways in which you cooperated with others to reach mutual goals.

VI. Academic Relevance to Course Objectives

A. Cite specific courses that have been particularly beneficial to you.

B. Discuss how your job has developed since your initial employment.

C. Discuss the original course objectives and how they have been met or missed during this work experience.

D. How has this internship provided you with insights concerning the path you would like your career to take? Cite various position titles that you will be looking for when you begin your full-time job search.

E. Discuss additional courses that might have made your experience easier.

VII. Summary of Experience

A. Comment on the overall experience of the internship and whether you would recommend a similar internship experience to other students (not necessarily at your company).

B. Would you recommend this particular internship to a fellow student?

C. What would you have wanted to do differently?

D. Include any other relevant comments.