



INTERNSHIP/CO-OP WORK REPORT REQUIREMENTS UNDERGRADUATE/GRADUATE STUDENTS

Please submit 1 paper copy to:

Liaison to the College of Sciences
Career Management Center
Mills Godwin Building, Room 236N
Old Dominion University
Norfolk, VA 23529
(757) 683-4388

WORK REPORT DUE DATE: Last Day of Classes

The following must be submitted to receive a grade for your internship:

- Completed Work Report (with internship supervisor's signature)
- Student Satisfaction Survey
- Supervisor Rating Scale
- Updated Resume

Grading: You will be granted a "Pass" or "Fail" grade for internship based on the content and timeliness of your **Work Report**, as well as the results of both the **Student Satisfaction Survey** and the **Supervisor Rating Scale**, and submission of an **updated resume**. These surveys are completed and returned online. You will receive an initial link to your survey and one for your supervisor via email towards the end of the semester. A second notice will be sent as well. Please do not pass these links to other students, as they have been especially created to gather your personal information. The CMC will pass along the completed survey to your faculty member. Both evaluations are due on or before the last day of classes.

Work Report Requirements

Work reports must be physically received by the Career Management Center's College of Sciences Satellite Office in Suite 236 of the Mills Godwin Building by the **last day of classes** each semester. Late papers may result in a failing grade (no exceptions).

By submitting this report you understand that this is an academic program and you agree to adhere to the University honor system in completing your report. Your signature on this report indicates that you are aware of the **Honor Code** and the consequences of violating it.

The following are responsible for grading your work report:

1. Career Management Center Liaison to the College of Sciences
2. Your Chief Departmental Advisor and Internship Supervisor – Dr. Kerry Kilburn

The Writing Center is a great resource available to all students who may need assistance.

Students working outside a 50-mile radius of campus may mail their reports to this office. Submission by FAX is not acceptable because of variations in transmission quality. We are unable to accept emailed reports.

Your supervisor must review and sign your Work Report as well as fill the evaluation. Check with your supervisor several weeks before the assignment is due to ensure they will be available to review and complete the necessary paperwork. We cannot accept assignments not reviewed by your supervisor.

INTERNSHIP / COOPERATIVE EDUCATION WORK REPORT INSTRUCTIONS

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 for Biology 368 and/or a letter grade for Biology 369, based on content and timeliness of your paper, as well as the results of both the **Student Satisfaction Survey** and the **Supervisor Rating Scale**, and submission of an **updated resume**. These surveys are completed and returned online (links will be emailed to you and your supervisor). Please do not pass these links to other students as they have been especially created to gather **your** personal information. The CMC will pass along the completed survey to your faculty sponsor.

DUE DATE: Last Day of Classes Each Semester

GUIDELINES: The description contained in this document is based on general guidelines and does **not** take the place of additional faculty requirements. Contact your faculty member for clarification about additional submissions if necessary.

1. Your paper should be 5 double spaced pages and written in a formal writing style. Make sure to use proper paragraph structure, grammar, and spelling. Your submitted paper should have one inch margins on all four sides. When writing your report, be aware that simple descriptive answers will not be sufficient. A good report evaluates and makes suggestions, and follows traditional research paper format.
2. 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.
3. Thoroughly review all documents that concern your position, including any existing job descriptions for your current internship and for any similar permanent positions.
4. Discuss this assignment with your immediate supervisor so that you may have the benefit of his/her input during its preparation.
5. 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 distance 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.)

INTERNSHIP / COOPERATIVE EDUCATION WORK REPORT SUBMISSION

Cover Page

1. Denote the semester your work report covers (ex. Summer 2008 Internship Work Report). If you are doing internship for 2 consecutive semesters, include which semester the report covers.
2. Your title page should also include your name, university ID number, current phone number, email address, the course for which you are turning in the paper, and your supervisor's signature. Include in the body of the report the title of each section, (ex. Section I. Position Information).

Sections

I. Position Information

- Position Title
- Name of organization and brief description of the nature of business activity.
- Name of department to which you were assigned.
- Name and title of your immediate supervisor.

II. Duties/Responsibilities (in paragraph form)

- A. Give an overview of your major responsibilities on the job.
- B. Select one primary responsibility and provide a description of that responsibility, why it was performed, and some of the major steps involved (1-2 pages).

III. Academic Relevance:

- A. How has your practical experience increased your knowledge and understanding of the biological sciences?
- B. How has your practical experience related to your coursework?

IV. Future Projections

- A. Describe what career options are available in the field in which you completed your practical experience. What training is necessary to obtain a career in this field?
- B. Describe your job search preparations to date. At a minimum, specifically address network development, information gathering, skills identification, and how you are integrating your practical experience into your job search preparations.

V. Conclusion

- 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).