

## Report Guidelines: (For All Reports)

You are currently registered for an Internship/Co-op/UTA position this semester. **All reports, resume and evaluations are due the last day of class in the semester in which you are registered.** Late work will result in an Incomplete or Failing grade.

**Grading:** You will be assigned a "pass" or "fail" grade based on content and timeliness of your report, as well as the results of both the **Student Satisfaction Survey** and the **Supervisor Rating Survey**, and submission of an **updated resume**. The surveys are completed and returned online (links will be emailed to you and your supervisor directly). Please do not pass these links to other students as they have been especially created to gather **your** personal information. If you do not receive an evaluation by please contact Erin Mills at [emills@odu.edu](mailto:emills@odu.edu)

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. By submitting this report you indicate that you are aware of the **Honor Code** and the consequences of violating it.

Your supervisor at your internship site **must** review your internship report before you submit it. We cannot accept assignments not reviewed by your supervisor. Your site supervisor should review your 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.

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

The report cover must be **scanned**, as your supervisor must sign the cover indicating they are aware of the content. Scanners are available for student use in the computer lab in the Library.

Below are the instructions for the **Teaching Assistant** and **Internship/Coop** Reports. Find the instructions that correspond to your experience and submit your report accordingly.

**Teaching Assistant Report Requirements: If you were a teaching assistant this semester follow the instructions outlined below.**

All documents must be uploaded on Blackboard by the last day of class.

**The following must be submitted to receive a grade:**

- Completed Work Report (that your supervisor has reviewed before submission): Submit on Blackboard
- Student Satisfaction Survey: Sent to you and completed via your ODU email
- Supervisor Rating Survey: Notify Erin Mills of the name and email address of the GTA who is supervising you this semester so they can receive your evaluation. Email: [emills@odu.edu](mailto:emills@odu.edu)
- Updated Resume that includes your most recent Internship/TA position: Submit on Blackboard

**Work Report**

Guidelines: Your report is an academic paper and must be approached as a professional paper suitable for presentation and must contain the following:

1. Your paper should be 3-5 typed, 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, and use 12 point font in Times New Roman.
2. On the cover page, denote the semester your work report covers (ex. Fall 2010 Work Report). Also include your name, university ID number, current phone number, email address, and the course for which you are turning in the paper.
3. Your paper should be a reflective essay discussing your role as a UTA and how it relates to what you've learned in other classes, as well as what new ideas/concepts you may have learned.
4. Include *either* a **photo** from your TA experience (can be of you in your TA classroom, a TA event, or TA project etc.) *or* include a **quote** addressing the most valuable thing you learned during your experience this semester. (You are welcome to submit both a quote and a photo, but must at least include one or the other) The CMC encourages students to participate in internships and student testimonials and photos are the best way to get the word out! If you choose to submit a photo please be sure to include your name, date and brief description of what the photo includes.

**Should you have any questions please contact:** Erin Mills: Liaison to the College of Sciences, Career Management Center, Mills Godwin Building, Room 236K, Old Dominion University, Norfolk, VA 23529, (757) 683-3282, [emills@odu.edu](mailto:emills@odu.edu), website: <http://www.odu.edu/ao/cmc/sc/index.shtml>

**Internship/Coop Report Requirements:** If you participated as an intern or co-op follow the instructions outlined below. All documents must be uploaded on Blackboard by the last day of class.

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

- Completed Work Report (that your supervisor has reviewed before submission): Submit on Blackboard
- Student Satisfaction Survey: Sent to you and completed via ODU email
- Supervisor Rating Survey: Sent to your supervisor directly and completed via email
- Updated Resume that includes your most recent Internship/Co-op position: Submit on Blackboard

## **GUIDELINES:**

Your paper should be 5-7 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 and use 12 point font in Times New Roman. When writing your report, be aware that simple descriptive answers will not be sufficient. A good report evaluates, makes suggestions, and follows a traditional research paper format.

## **Cover Page**

- 1- Denote the semester your work report covers (ex. Summer 2010 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.
- 3- For every subsequent section include in the body of the report the title of each section, (Example: Section I. Position Information – there are 8 sections total).

## **Sections of Report**

### **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 and name and title of your immediate supervisor.

### **II. Duties/Responsibilities (in paragraph form)**

- A. Give a chronological account of your major activities on the job.
  - a. How are your assignment(s) providing you with an educational, developmental experience?
  - b. What was your responsibility level?
  - c. How would you change or enhance your assignments?

### **III. Progression**

- A. Discuss how your job has developed since your initial employment.
- B. Have new duties or increased responsibilities affected your personal confidence and career development?
- C. If this is the second work term, identify responsibilities that are different from the previous term.

**IV. Academic Relevance:** What relationships do you see between your work experience and the development of your professional problem solving abilities?

A. Course work:

1. Describe a problem you solved or a project you worked on and analyze what took place from your initial involvement to the point of solution/completion.
2. Identify the logical steps that took place and explain the course of action. (*The size of the problem/project is not as important as your explanation and understanding of the process.*)
3. What was the final impact of your solution/task?
4. How has your practical experience increased your knowledge and understanding of your major and how does it relate to your coursework?

B. Professional Literature:

(This Prof Lit section should **ONLY** be completed by  
Computer Science Graduate Students  
All other students are to skip to Section V, Future Projections)

1. Read at least one article from two (2) separate professional/technical journals or other publications relevant to your problem discussed above.
2. Summarize, compare, and contrast the major points in each article with the procedures you utilized in solving your problem.
3. Include a bibliography for articles utilized.
4. Discuss your future plan to bridge this practical experience with your ultimate career goals.

#### **V. 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.

C. Describe how you are integrating your internship or co-op experience into your job search preparations.

#### **VI. 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).

#### **VII. Beneficial Suggestions**

A. Did you and/or your co-workers submit a proposal based on the solution to any problem? If so, did you or your co-workers receive an award or recognition of any type?

B. List any beneficial suggestions you submitted to your employer during your experience. This could be regarding work load, reporting, task assignments, solutions to problems, or anything that would have made your experience more enjoyable, more efficient, or more productive etc. If you did not submit a suggestion, what suggestion might you have made given the opportunity?

### VIII. Photos/Quotes

- A. Attach either a photo from your internship experience (can be of you at your internship, an internship event, or internship project etc.) *or* attach a quote addressing the most valuable thing you learned during your experience this semester and how you will apply what you learned to your future career. (You are welcome to submit both a quote and a photo, but must at least include one or the other)

The CMC encourages other students to participate in internships and student testimonials and photos are the best way to get the word out! **If you choose to submit a photo please be sure to include your name, date and brief description of what the photo includes.**

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