Description Interns are required to submit a college-level written account of the experience by the last day of the internship course to receive academic credit. Revisions are accepted following the first submission, but an approved report must be on file by the end of the academic term following the internship. Presentations, spreadsheets, published works, photographs, products, or recordings may be submitted in addition to the internship report, and often act as important supplementary material, but these do not replace the report itself. Because evaluation of the student internship requirement rests upon the content of the internship report, students must outline their experience in detail. The report should be written objectively with specific examples of new concepts or ideas experienced during the internship assignment. The report should not be a personal account of your time or how you felt about the job. The report should offer observations on how the real world works and what an intern has learned during their assignment. Meeting the Internship requirement is based on the report and how the experience broadens the student’s perspective beyond the actual work performance. The report should demonstrate to the reader that something new and interesting was learned through specific examples. Note: Length of the report should be minimum of 7 pages (2,500 words). All pages need to have page numbers and a running head. The report must be submitted to the Internship Coordinator before the last day of class. I. Cover page 1. Title (“Internship at Company XY”) 2. Student’s first name and last name 3. Student ID at FCC 4. Internship start and finish dates, number of internship weeks 5. Name of Supervisor at Company with title 6. Name of EM Program Advisor at FCC II. Table of Contents 1. Contents of the report with page numbers, list of tables, list of figures, and references. 2. Introduction of the Internship 3. A short explanation why this agency/institution has been chosen and a short account of the major activities carried out during the internship period. 4. Description of the Company/Institution 5. Give a brief history of the agency, including its various departments, full mailing address and relevant web links. III. Please specify:

In which sector the agency/institution operates? 2. What are the services offered to its customers? 3. Provide an organization chart of the company, along with information on the number of employees. IV. Internship Activities 1. This is the main part of the report. It should present the activities performed during the internship period. 2. Describe work functions: Describe your typical working day (working hours), unusual working days (field trip, overtime), etc. 3. Mention difficulties and challenges (familiarization with the new work, communication, any problems) etc. 4. Mention other team members or co-workers and what are their functions in relation to the internship project? 5. Explain assigned internship tasks and what experiences were gained throughout the internship. 6. Describe any research that was required for the internship project? 7. Compare between theory (things you have learned at the college) and practice (things you did or observed at the agency). 8. Include any pertinent work samples developed at the agency (i.e. - graphs, pictures, data, drawings, or design). V. Evaluation of the Internship 1. What skills and qualifications do you think you have gained from the internship? 2. Did the internship meet your expectations? 3. How do you think the internship will influence your future career plans? 4. How was the relationship with the internship supervisor and colleagues? 5. Would you recommend this agency for other FCC students? 6. Conclusion of the Report 7. Key conclusions derived from the internship experience. VI. References 1. Appendices and Supplementary Material (charts, graphs, pictures, computer codes, etc.) 2. Writing must be clear, well organized, and original. Proofreading is expected – spelling and grammatical errors destroy credibility quickly. Use of a fancy vocabulary does not tend to improve the conveyance of ideas. Keep writing simple and straightforward. 3. Be thorough – don’t leave a concept half-explained. Be thorough and comprehensive – if you were explaining the concepts to unfamiliar audiences, think about what they would want to know and cover all of it.