

Guidelines for Completion of Final Report

Directions: Upon completion of your internship, place final report and final internship evaluation form in your faculty supervisor's mailbox in Building 72 (HLES Office). The exact due date will be announced via e-mail during the course of the semester.

Please include each of the following sections in your final report (3-5 typed pages):

- AGENCY DESCRIPTION-Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, areas and facilities, and general administrative policies and procedures (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.).
- STUDENT-Goals and objectives, accomplishments, problems and difficulties encountered.
- PROFESSIONAL EXPERIENCES-Nature and scope of internship experience; program areas arts and crafts, sports and athletics, dance, drama, music, etc; settings—playgrounds, centers, special facilities, parks, etc.; populations served—physically handicapped, mentally retarded, emotionally disturbed, wellness, cardiac rehabilitation, etc.
- SPECIAL PROJECTS ASSIGNED-Nature and scope of any special projects assigned by agency supervisor (attach copies).
- PROFESSIONAL DEVELOPMENT-Orientation sessions, workshops, conferences, seminars, symposiums, etc.
- SELF-ANALYSIS OF INTERNSHIP EXPERIENCE-Personal and professional growth, development of competencies, recognition of strengths and weakness, suggestions for self-improvement, surfacing of future career interests.
- RECOMMENDATION RELATIVE TO UNIVERSITY, AGENCY, AND AGENCY SUPERVISOR-Recommendations and suggestions to the University for improving the internship experience. Recommendations and suggestions to the agency for improving the internship experience. Recommendations and suggestions to the agency supervisor for improving the internship experience.