



California State University, Sacramento
English Department
6000 J Street | Sacramento, CA | 95819-6075
F 916.278.5410

INTERNSHIP SUMMARY REPORT GUIDELINES

FORMAT

8-page assessment of your experience. Think of the internship report as an analytical narrative of your internship experience. This need not be a formal report—not necessarily chronological or restrained by any predetermined report form or approach. What you need to say will determine structure, content, etc. Please edit carefully, double-space, and use 1” margins.

CONTENT

Please provide an honest assessment of your experience. In addition to the routine activities of your internship, please provide an overview (the bigger picture) of the experience—good, bad or ugly. Discuss what does it tell you about your expectations, your previous experience, your state of mind—anything that will help you take this experience and make if of use for your next professional endeavor. Audiences you could consider to help focus your work (not required, could include other approaches):

- 1) Coordinator: Help me become a better mentor to you and to others through your insights. You can certainly provide me with advice about my role *vis á vis* your role—again, good, bad or ugly.
- 2) Future interns: Think about how this report might provide advice/perspective for future interns—what to be aware of, what to avoid, etc.

So, focus on the analysis to help you better understand your experience.

CONFIDENTIALITY

Your report is confidential. Your internship mentor—not other students, not other faculty—will read your report unless you give your express permission. If you should decide to make your report available to others, please include this short permission: “I give my consent to have this report made available to the faculty, staff, or students of California State University, Sacramento, with the explicit understanding that it solely to be shared for purposes of aiding other students in their future internships. Under no other circumstances do I consent to have this report made public.” *And be sure to sign your report.*

DEADLINE

To receive credit for your internship, your report should be filed with the Internship Coordinator within two weeks after you complete the terms of your internship.