

FORM E - RPM

Internship Summary Reports

Instructions:

During your internship, you are responsible for completing and submitting 5 summary reports (usually emailed to your Faculty Internship Supervisor every other week). These reports should help you learn about the overall operation of your internship agency or organization. In addition, the reports are a method of documenting and communicating to your Faculty Internship Supervisor your experiences during your internship. Note that your Faculty Internship Supervisor will not remind you of when these reports are due. Failure to submit reports will reflect negatively on your internship.

Each report consists of your assessment about your internship experience and information about the agency. While you can set up a schedule with your internship advisor that fits your particular internship, **the following schedule is suggested:**

First Report:	Beginning of the 3 rd Week
Second Report:	Beginning of the 5 th Week
Third Report:	Beginning of the 7 th Week
Fourth Report:	Beginning of the 9 th Week
Fifth Report:	At the end of the final internship week.

Report Format:

All reports are to be submitted via email. Each report must conform generally to the following format:

Begin with summary details, and then include your responses to the items in Section 1. Then in Section II, you should address the topic assigned for the particular phase of your internship.

I. STUDENT'S ASSESSMENT (Minimum one page long, to be included with each biweekly summary report)

Your Name:
Weeks covered in report:
Dates covered in report:
Total Hours for Weeks Reporting:
Total Hours to Date:

Critical analysis and interpretation of activities and events (*not just a list of accomplished tasks*):

1. **Activities**: Describe your experiences during these 2 weeks as they relate to each of the goals and/or tasks listed in the Agency Information and Approval Form.
2. **Problems**: Identify any problem(s), both major and minor, you have had during this reporting period with some analysis on how you did or how you plan to solve them.
3. **Insights Gained**: What have you learned from your experiences during this reporting period.

II. GENERAL AGENCY INFORMATION

The second part of each report should address the individual topics described on the next page.

First Report: Describe the Agency.

Due: _____ or beginning of the 3rd Week

This report should familiarize both you and your Faculty Internship Supervisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and legal status (private, public, nonprofit). Provide a general description of the agency's programs and services, clientele, and facilities, accreditations and regulations. Do not provide copies of pre-written agency documents, but rather describe your own understanding about the agency.

Second Report: Describe the organization and administration of the agency.

Due: _____ or beginning of the 5th Week

Include a copy of the agency's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the agency. Discuss the agency's personnel policies: hiring practices, orientation program and in-service training, salary and benefits information. Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.

Third Report: Describe the financial structure of the agency.

Due: _____ or beginning of the 7th Week (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss what the various income sources are; major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

Fourth Report: Describe the marketing and public relations of the agency.

Due: _____ or beginning of the 9th Week

Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated?

Final Report: Internship Evaluation and Assessment

Due: _____ or during the last week of the term of your internship

Evaluation of Self (include your evaluation **Form H** with this form).

Assess the overall internship experience by answering the following questions.

- a. What goals were met during the internship experience?
- b. What goals were not met and why?
- c. What were some of the strengths developed during the internship experience?
- d. What skills do you still need to improve and ways improvements can be made?
- e. What academic courses were helpful in preparing you for this internship?
- f. What academic courses would have been helpful in preparing you for this internship.

Evaluation of Agency

Assess the agency/organization by answering the following questions.

- a. What were strengths of this agency for an RPTA internship experience?
- b. What were weaknesses of this agency for an RPTA internship experience?
- c. Would you recommend this internship site to other RPTA students? Explain why or why not.