

(INSERT FACULTY NAME) INTERNSHIP PROGRAM

Student Name:		Student Number:	
Company:		Location:	
Job Title:			
Internship Period:	/ / to / /	Length in months:	4 8 12 16
Supervisor Name:		Phone Number:	
		Email:	

FINAL REPORT

As part of your internship, you are required to complete a final report that details your experience and how it relates to your coursework and program of study. The report will be graded pass/fail and must be submitted by the deadline indicated on the Course Syllabus (due the last week of the internship).

Formatting Guidelines:

- Cover page (name, student number, degree and program, company name, position title, and date)
- 1800 – 2000 words
- Double spaced, using Arial or Times New Roman 12 font

Required Report Content:

Section 1 – Description of Work Experience

Provide a brief summary of the company and your internship position. Your summary should include, but is not limited to, the following:

- General company overview (any pertinent company history, structure, sectors served, products/serviced offered)
- Description of the internship role and associated responsibilities, and how the role connects to the overall function of the company
- Any major events, projects, or activities completed during the internship
- If available, include company's official internship role description as an appendix item

Section 2 – Expectations and Challenges

Consider the expectations that you had about the internship. In this section, you should list your intended learning outcomes of the experience and an explanation of how your learning goals may have changed throughout the duration of the experience, if applicable. Use the following questions to guide your reflection:

- Was the internship what you expected?
- List your intended learning outcomes of the work experience
- What was the most positive thing about your experience?
- What challenges did you encounter, if any, and how did you overcome these?

Section 3 – Personal and Professional Development

Reflect on the impact the internship experience has had on both your personal and professional development. Use the following considerations/questions to guide your reflection:

1. Describe how the internship has contributed to your personal development. For example, what personal qualities have you discovered or enhanced during the internship? How do you anticipate that these qualities will affect you in the future (e.g., career and/or academic aspirations)?
2. Describe how the internship has contributed to your professional development. For example, what have you learned about your working style and professional skills? In what ways do you anticipate that these skills will help you in the future (e.g., career and/or academic aspirations)?
3. Discuss the personal qualities and professional skills that you feel you will need to develop before entering the workforce, and describe how you plan to develop them.

Section 4 – Academic Development

Consider the applicability of your internship experience to your program of study, and how your personal, professional, and academic accomplishments to date have influenced your plans for the future. Describe your academic field so that the reader can contextualize your learning. How have you applied concepts and/or theories covered through your program of study throughout your internship experience? Provide scholarly references to support your explanation.

If you did not have the opportunity to apply concepts or theories from past coursework, consider what opportunities exist to apply concepts and/or theories covered in your program of study to future workplace environments. Both direct and indirect applications may be considered (for example, perhaps a particular competency gained through the examination of a concept or theory in your program of study will be of use within a workplace environment – examine this connection and provide appropriate scholarly references to support your explanation).

Section 5 – Appendix

At the end of your report, please include the internship role description from the company (if available), and a photo of your experience (optional) with a short written testimonial (150 – 200 words) (also optional).

Student Statement

I acknowledge that this report may contain company-specific content, and confirm that I have adhered to any confidentiality agreements as required by the site.

Please sign and date to acknowledge your agreement below, and submit your completed document to the Internship Coordinator either in-person or via email at (insert email address).

	Signature	Date
Student:		

Assessment Tool

Adapted from:

Stirling, A., Kerr, G, Banwell, J., MacPherson, E, & Heron, A. (2016). "A Practical Guide for Work-integrated Learning: Effective Practices to Enhance the Educational Quality of Structured Work Experiences Offered through Colleges and Universities"

The final reflection report will be graded pass/fail based on the following criteria:

CRITERIA	COMMENTS
DESCRIPTION OF WORK EXPERIENCE	
Clear description of the company/worksite	
Description of student's role and responsibilities (e.g., tasks, interactions, observations, etc.)	
Description of what took place (e.g., major events, projects, or activities completed during internship)	
EXPECTATIONS AND CHALLENGES	
Examination of learning outcomes	
Clear articulation of intended learning outcomes	
Examination of how learning outcomes were present in experience, or how they may have changed	
Examination of work experience	
Examination of feelings towards the experience pre- and post-experience	
Examination of the ways in which the student succeeded in the workplace	
Examination of the ways in which the student was challenged in the workplace, and discussion of the steps taken to overcome these challenges	
PERSONAL AND PROFESSIONAL DEVELOPMENT	
Personal Development	
Articulation of what was learned about one's self through the workplace	
Articulation of how this was learned (e.g., tasks, situations, feedback mechanisms)	
Articulation of why this matters, and what the student will do in future practice in light of this learning	
Professional Development	
Articulation of what was learned about job-specific knowledge and skills in the workplace	
Articulation of how this was learned (e.g., tasks, situations, feedback, feedback mechanisms)	
Articulation of why this matters, and what the student will do in future practice in light of this learning	

ACADEMIC DEVELOPMENT	
Description of academic field of study	
Examination of connection between theory and practice	
Scholarly references support explanation	
REFERENCING AND WRITING STYLE	
Organization and format (e.g., use of headings and/or sub-headings; reference list completion and formatting; appropriate in-text referencing)	
Style (e.g., appropriate sentence structure; appropriate grammar, spelling, and punctuation)	