**Report #1: Due approximately ¼ of the way through the 400 hour requirement**

Write a report in essay form (double-spaced) which responds to the points in the Instructions below. All sections should be submitted in one document. The Student Assessment should be about one page long. The Organization and Programs section should be 3-7 pages long. Present information in paragraph form, with lists where appropriate. Some items below may be grouped into paragraphs. You do not need to use A, B, C, etc.

I. Student's Assessment: Provide a critical analysis and interpretation of events, not just a list of accomplished tasks. Describe your experiences thus far as they relate to internship and organizational goals. Briefly describe what you hope to learn during your internship.

II. Organization and Programs:

A. Brief history of the cooperating organization.

B. The organization's mission statement, stated philosophy and objectives.

C. A formal job description (if one did not exist, you should write one as if you are working for the organization and are in charge of filling the position). The job description should include position responsibilities, as well as identify qualifications needed by someone who might assume the position in the future.

D. An organizational chart of the agency, which clearly shows the designated lines of authority (if the cooperating organization does not have a formal chart, then you should create one).

E. The facilities operated by the organization and who has the responsibility for each. Also include a list of jointly-operated facilities, if any, and the cooperating organizations for each.

F. What programs (or functions) are provided by the organization? Whom do they serve? How is program information presented to the organization's clientele?

G. Who determines which programs are offered and the times at which they are scheduled? Who is responsible for program implementation?

H. Are volunteers utilized? If so, how are they recruited and who is responsible for their training and retention?

I. How are programs evaluated as to their effectiveness? Do the participants have formal input to the evaluation?

**Report 2: Due approximately half-way through the 400 hour requirement**

Write a report in essay form (double-spaced) which responds to the points in the Instructions below. All sections should be submitted in one document. The Student Assessment should be about one page long. The Organization and Programs section should be 3-7 pages long. Present information in paragraph form, with lists where appropriate. Some items below may be grouped into paragraphs. You do not need to use A, B, C, etc.

I. Student's Assessment: Identify any problem(s), both major and minor, you have had during this reporting period with analysis of how they were resolved, or how you think they could be resolved.

II. Administration, Maintenance and Security

A. Funding

1. What is the source of funding for the organization's operation?

2. How, when, and by whom is the budget prepared, reviewed, and approved?

3. What are the established procedures for purchasing of equipment or supplies?

4. Who approves invoices and requisitions, and who signs checks for purchases?

B. Is there a "Policy and Procedures Manual"?

1. How is policy established?

2. Who makes changes in policy or procedures?

3. How are new policies communicated to the staff?

4. How strictly are policies and procedures followed?

5. What is the organization's full-time staff benefits program, salary range, employment and procedure?

C. Maintenance and Security

1. Who is responsible for facility maintenance? Is there a planned maintenance program, including "preventive" maintenance? Is the maintenance program computerized?

2. Is maintenance equipment owned by the organization or available from other sources? Who maintains the equipment? Is it adequate and available when needed and in good repair?

3. Is the maintenance staff of sufficient size to perform the assigned tasks?

4. Are regular health, fire, and safety inspections performed? How often and by whom?

5. Who is responsible for law enforcement within the organization? How rapidly can they respond in case of an emergency?

F. Are any of the organization staff members trained to assist in medical emergencies? If so, is this a job requirement or an individual skill? If not, is medical assistance readily available?

G. Are accidents regularly reported and their causes evaluated? Are these causes communicated to the staff and visitors?

H. Does the organization have a risk-management plan, and does it conduct periodic risk-management training?

**Report 3: Due approximately ¾ of the way through the 400 hour requirement**

The Student's Assessment should be a minimum of one page long, double spaced, and consist of a critical analysis and interpretation of events; not just a list of accomplished tasks. Section II & III combined should be 3-4 pages long. In discussing diversity, be sure to discuss the following areas: gender, age groups, different nationalities/races, different economic groups and people with disabilities.

I. Student's Assessment: Describe your experiences as they relate to internship and organizational goals. Briefly discuss to what extent your expectations for learning and growth have been met thus far.

II. Marketing, Evaluating and Targeting Programs to Diverse Populations

A. What emphasis is placed on diversity and inclusion?

B. What is the attitude of the staff toward diversity and inclusion?

C. What specific methods are used to promote diversity and inclusion?

D. Who within the organization is responsible for diversity and inclusion?

III. Publicity

A. Who is responsible for publicity?

B. What news media are used for publicity?

C. Who writes news releases and how are they distributed to the media?

D. What kind of cooperation exists between the organization and the news media?

**Report 4:** Due about one week prior to the due dates for grade submission (note that grades for graduating seniors are earlier than others; some students take an Incomplete if more time is needed to complete the 400 hours or final assignments and evaluations)

1. Process what you learned--include not only physical skills (such as operating equipment) but also organizational and interpersonal skills that might be developed in planning and conducting a special event, dealing with the public, dealing with supervisors, etc. (Minimum of three pages long, double spaced.) Be sure to address the specific points below.

A. Discuss concepts learned in university classes and how they applied to your experience.

B. Discuss the reality of the experience and how it differed from your expectations and classroom theory.

C. Reflect on how this work experience has affected or modified your career decisions by discussing the points below.

1. Did the internship reinforce or help develop your career goals or did it convince you that this career path was not what you want to pursue upon graduation?

2. What skills are most beneficial for a full-time entry-level position? Did the internship highlight any additional academic preparation or other skills and abilities--perhaps from a non-university training source--needed to pursue a successful career?

3. What would normally be the priorities and requirements of an entry-level position? What are the major frustrations or difficulties with a career in this area? What are the advancement opportunities? What is the procedure for advancement?

4. Did the internship help you identify professional organizations of which you may consider becoming a member?

**Website:** Due about one week prior to the due dates for grade submission (note that grades for graduating seniors are earlier than others; some students take an Incomplete if more time is needed to complete the 400 hours or final assignments and evaluations). Guidelines for creation of the website are available on eLearning, but you are expected to include the following content:

1.        Your name, the host organization/company, and the semester you interned.

2.        Overview of organization; you may want to include its Mission Statement.

3.        Intern Responsibilities

a.    Job description:  If official description is wordy, simplify it.

b.   Requirements and qualifications needed to fulfill this position.

c.    Benefits and Opportunities: include pay, room and board provided (if any), and other perks like recreational opportunities, networking, etc.

d.   Achievements:  new skill and knowledge areas, completion of special project, etc.

4.  Contact Information (for those seeking employment or information in the future)

5.  Links to related organizations and information (optional)

6.  Two to five photos which provide a feel for your internship site, including at least one of you in action.