

## ENGR 7900: Graduate Internship

### Internship Written Report Guidelines

Each student participating in the internship program must submit a written report documenting their work experience and lessons learned. Below you will find guidelines to aid in the development of the report.

#### **General format:**

- Report must be 2-3 pages in length, single-spaced
- Include your name, major, semester of experience, and company name at the top of the report
- Report should be turned in to the student's major professor (thesis students) or to the student's graduate administrator (non-thesis students).

#### **Information to include:**

- An overview of your internship experience, including the details of your assignment (where you worked, who was your supervisor, what was the focus of your work, describe a typical work week, etc.)
- Details about specific projects that you assisted with
- How will this experience aid in helping you reach your future career goals?

#### **Additional information that could be included:**

- What did you like most/least about your experience?
- What do you wish you knew before starting the internship?
- What did you like most/least about the general work environment?
- Reflecting on this experience, how would you like to be supervised in the future?
- What was the most important concept you learned from this experience?
- How has this experience prepared you to be a professional engineer?
- What has this experience taught you about yourself?