

## **WVIT Internship Final Report**

### **Due: Within a week of your internship end date**

#### **Final Report**

You must send your Final Report to the WVIT Internship Coordinator at the conclusion of your work assignment. One Final Report is due at the end of your work assignment regardless of the number of quarters of your placement. Acceptable papers are usually no shorter than four typed double-spaced pages, and meet the usual college standards for spelling, punctuation, and grammar. Make sure you keep a copy of this report for yourself.

Submit your report to the WVIT Internship Coordinator upon completion of your internship. Summer quarter is included as a regular working quarter. A message will be sent to your Cal Poly email indicating receipt of your report. If you do not receive this message within 10 days of sending your report, you should assume that the report was not received and contact the WVIT Internship Coordinator.

Please check to make sure both your Final Report and your Employer's Report have been received. Then, check Mustang Info every two weeks until your grade is changed and call the Advising Center if there is an unreasonable delay. It is your responsibility to make sure the process is completed!

If you do not follow the above steps, you will likely earn a "no credit" for your Internship. The Internship class demands the same academic standard as any other class. Please adhere to the following guidelines to complete your final report.

Your final report may be emailed or dropped to the main WVIT office. Please do NOT include heavy report covers or binders. Incorporate the following items into your report:

- An unnumbered title page including the following information in the order listed:

Report Title  
INTERNSHIP/CO-OP FINAL REPORT  
Your Name  
Major/Concentration  
Employer  
Supervisor's Name  
Work Assignment Address  
Date Submitted  
In partial fulfillment of requirements for:  
WVIT 339

- Briefly outline your activities during the entire Internship.
- Summarize the way those experiences relate to your academic program using course concepts from your WVIT classes (you may use information from your Progress Reports to assist you). This section should be at least one page in length.

- Discuss any problems you have encountered, and the way you solved those problems.
- Explain what you would do differently if you had it to do over again.
- In considering your total Internship, what activity or responsibility was most rewarding or valuable? Which was least rewarding or valuable?
- Would you recommend your employer to another student considering an Internship? Why or why not?
- Do you feel that the Internship provided you with experience beneficial to your overall education program?

Indicate the letter grade (A-F) which, in your opinion, best provides an overall evaluation of your Internship.