***WESTBROOK CHRISTIAN SCHOOL***

***INTERNSHIP SUMMARY REPORT***

The summary report should be typed in proper report format (APA), single-spaced, first line of paragraphs indented 1/2 inch, using 12-point font (Times New Roman). It must have a title page, introduction and include page numbers. The report should be AT LEAST 1 page in length.

Your final report should be organized and contain the sections noted below. Develop each section of the report. I have provided you with some guidelines as to the information to include in each section; however, you may expand on these.

I. BACKGROUND INFORMATION

* Full Address of the Intern Site, Internship Supervisor’s Name
* Physical Setting in which the Project was Accomplished (Type of Department or Facility)

II. DESCRIPTION OF INTERNSHIP SITE

* Responsibility and/or Goals of the Intern Site (provide a service, sell products, etc.)
* Qualifications/Training of Internship supervisor(s)

III. DESCRIPTION OF THE INTERNSHIP ACTIVITIES

* Training received before completing specific techniques or methods at the internship site
* Description of activities conducted during the semester. Provide a summary of your participation, observations and responsibilities.

IV. EVALUATION OF INTERNSHIP

* Identify new skills learned
* Benefits of interning at this site
* Negatives of interning at this site
* Value of Internship in Preparing you for Future Career Success
* Quality of Site Supervision