General Directions

1. The report should be organized like a portfolio that contains a narrative and a set of materials in an appendix section. The narrative alone should be at least 5 pages, and preferably no more than 10. The requested materials inform about the paperwork that is usually needed when one applies for a job.

2. Describe the process of
   a. applying for the internship course, and
   b. being offered the internship position.

   How did you learn about the internship opportunity? What type of search and/or networking did you do? How did you prepare to apply for the position? What did the process consist of? What did you submit to complete your application?

3. Describe the internship position:
   a. job title,
   b. employer’s name and address (including web address),
   c. time period and number of hours,
   d. advisor’s name, title, and complete contact information (phone number and email).

   Attach brochures/flyers (if available) that the employer uses to market its business. The information should contain the employer’s logo and address, and be part of the appendix section.

4. List
   a. required qualifications,
   b. duties and responsibilities.

   Outline how your academic and professional background qualified you for the position.

5. What training have you been exposed to during the internship? What did you learn?
6. What projects were you assigned? How did you complete the assigned projects? What did you learn in the process of completing them? Be informative and specific in your description. This should be the core of your report. You can include project logs or samples of your work in the appendix section.

7. What are your suggestions as to what you would like to learn in the computer science courses to be better prepared for the internship you just completed?

8. What did you expect to accomplish with this internship? Did the experience meet your expectation and to what degree? How would you assess your work?

9. What do you recommend your fellow students who are interested in applying for an internship next semester?

10. Include the following materials in an appendix section:
   a. cover letter (if you sent or emailed one to the internship sponsor; if not, prepare one),
   b. resume (even if you did not submit one),
   c. offer letter,
   d. letters of recommendations that you were required to provide with your internship application,
   e. sponsor profile (any marketing material your sponsor has available – in electronic format),
   f. intern evaluation.

11. The purpose of the evaluation is to give you feedback on your performance. A hard copy with original signatures should be mailed to the department. If your advisor does not fill out the form electronically, you’ll type it in an electronic format.

12. The deadlines for submitting the portfolio’s first draft and final version are announced at the beginning of the semester. It is very important that you meet the deadlines. No extensions are accepted.
Answers to Frequently Asked Questions

Your portfolio must have a professional look. Here there are some directions you need to follow in order to achieve this goal.

1. Add a cover page that has a title and the table of contents.

2. Organize the portfolio in six sections:
   - Application Process
   - Internship Position
   - Training and Projects
   - Self-Assessment
   - Recommendations to My Peers
   - Appendix

   The Appendix section will include the following materials:
   - cover letter,
   - resume,
   - offer letter,
   - recommendation letters,
   - sponsor profile (here goes the company brochure or any marketing material they have available),
   - intern evaluation.

   All materials have to be incorporated “seamlessly” in one document.

3. Add a header and a footer. The header must have the company/institution logo and address. The template that follows this section gives you an example. The footer must have your name, page number/total number of pages, and current date.

4. Learn how to generate a table of contents automatically in Word. The trick is that the section names are of type Heading 1 and subsections become Heading 2, etc. After you write all the section names, go to Insert, Index and Tables, Table of Contents tab.

5. Have a full description of the internship position: title, employer's name/address, time and number of hours, supervisor's contact information (including title), duties/responsibilities and qualifications. You also need to write at least one paragraph that summarizes the company profile.

6. In the Training and Projects section describe what you have learned independently. I have seen that all interns are exposed to learning and working independently. This is an essential skill that employers are looking for. Your description of "what you have
learned” has to be technical in the first place. Second in importance comes interpersonal
skills you have developed/used/improved upon.

7. The presentation of the projects you carried out is the core of the report. Again, be
specific, technical, informative. You can use examples of what you produced. However,
the examples are not a substitute for your description, but additions to your description,
and should be included in the appendix section.

8. Obtain or create an electronic copy of the evaluation form. Suggest to your supervisor to
fill it out electronically. If that does not happen, type it in after your supervisor has
written it, and both of you have signed it. The original evaluation form (with original
signatures) will be mailed to the department.

9. The space requirements of this portfolio are as follows: Times-Roman font, 12, double
spaced. The minimum of five pages does not include cover page and the materials in the
Appendix section. Some tentative space requirements per section are: minimum 2 pages
for the first 2 sections, minimum 2 pages for the Training and Projects section, and
minimum one page for self-assessment and recommendations for your peers.

I predict a big A across the board for all of you who have been accepted in the internship
program. Go format, give that content the substance you have been responsible for during the
internship, and act professionally. You are getting there, in the market place, prepared and
confident, aren't you?
Template for the Internship Portfolio

The following template is a Word document sample that shows:

- portfolio’s cover page with title, author, and table of contents,
- headings of the required six sections
- subheadings of the appendix section.

When you create the Word document, make sure that you use Word’s style elements: Title, Heading 1, Heading 2, Normal, etc. After you have the proper headings, you insert the table of contents.

[cover page]
Internship Report

Mihaela Sabin
Computer Science Major
Rivier College
August 2003

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[narrative organization]
Application Process

Internship Position
Training and Projects

Self-Assessment

Recommendations to My Peers

[appendix organization]

Appendix

Cover Letter

Resume

Offer Letter

Recommendation Letters

Sponsor Profile

Evaluation Report