Requirements for Student Final Report

An internship is a valuable experience that provides you with professional development, network opportunities, and insight into related careers. In order for the Program Director to assign a grade for your internship credit, a report is needed from you describing your internship experience. The preparation of this report will also help you evaluate your professional development leading to your career goals. Your report must be received by Emily Dykes, Program Coordinator, prior to the last day of final examinations of the semester. Reports can be hand-delivered, emailed, faxed, or mailed to the Environmental Programs Office.

Requirements of your final report:

1. **Describe the firm, agency, or organization.** How many people worked in your unit? To whom was your manager accountable? What opportunities are available for upward mobility within the firm or agency? How do other people in your firm or unit network with other professionals in their field?

2. **Describe your job responsibilities.** Use a “typical day” approach to describe your normal daily tasks. Describe any major project or initiative in which you participated. Did the internship duties change over time? What were professional behavior expectations? Were you academically and/or professionally prepared for this internship? Would you have benefited from specific training or classes before participating in this internship? Did the internship align with your expectations?

3. **Reflection.** Did this internship change plans you have for future courses or career choices? Did the internship added value to your undergraduate education? Did you benefit from participating in an internship? Do you recommend an internship with this firm, agency, or organization to other students?

The report should be ~2000 words, written in the form of a business Memorandum, following the format attached. You must address all points above, and include any other comments, observations, or experiences not specified above in the final section, “Other Observations.” Pictures of you on your internship may be included. Your supervisor should be given the opportunity to review your report before final submission. This procedure will help to avoid release of any confidential or restricted information from your employer’s point of view.

Turn in your report to Dr. Brannstrom and/or Emily Dykes by ONE the following methods:

1. Hand-deliver it to the Environmental Programs’ Office in O&M 105.
2. Email it to Dr. Brannstom at cbrannst@tamu.edu AND Emily Dykes at edykes@geos.tamu.edu.
3. Fax to 979-845-0056 with Attn: Emily Dykes on the cover page.
4. Mail it to: Environmental Programs
   Texas A&M University
   TAMU 3148
   College Station, TX 77843-3148
Required Memo Template for Internship Final Report

Date:
To: Environmental Programs Office
From: Your name, Major (ENGS or ENST)
Re: Internship during (semester) at (name of firm, agency, or organization)

Executive Summary (~250 words)

1. Describe firm, organization, or agency. (~500 words)
2. Responsibilities (~500 words)
3. Reflection (~500 words)
4. Other observations (~250 words)

Annex (include photographs or other illustrative materials, as appropriate)