

# Requirements for Student Final Report

## GEOS 484 Environmental Internship

Environmental Programs  
College of Geosciences  
Texas A&M University  
College Station, TX 77843

### 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 or Associate Director to assign a grade (pass/fail) 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 should be emailed to the Program Director, Associate Director, AND the Program Coordinator on or before the assigned due date.

Requirement 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.**
  - a.** Describe a communication problem during your internship and how you resolved it.
  - b.** Describe a teamwork problem during internship and how you resolved it.

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, Dr. Roark AND Allison Harms by email at [cbrannst@tamu.edu](mailto:cbrannst@tamu.edu), [broark@geos.tamu.edu](mailto:broark@geos.tamu.edu), and [allisonharms@tamu.edu](mailto:allisonharms@tamu.edu).

## **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); Communication and Teamwork
4. Other observations (~250 words)

Annex (include photographs or other illustrative materials as appropriate)