

Department of English (Internship Credit)

Guidelines for the Field Work Experience Final Report (ENG 408)

These guidelines are appropriate for students who are completing their first three units of internship credit. Students earning more than three units are required to write an additional report for each three units. Contact the faculty advisor for more information and an additional paper assignment.

To complete the requirements for the internship experience, a Field Work Experience Final Report is required of students wanting to obtain academic credit. There are three major purposes for writing the report:

1. To provide your Faculty Advisor with feedback on your internship experience.
2. To evaluate the success of your participation in the field-work experience.
3. To provide other students with an account of your work experience.

Report Format and Due Date:

1. Typed, double-spaced, MLA or APA format (talk to your Faculty Advisor). Use standard one-inch margins and 12 point font. Include an abstract with the report (A full summary in one paragraph on page 1 before your introduction begins).
2. The report must be accompanied by written work you completed during your internship. This can be a poster, website, or newsletter. You may submit hardcopy or a flash drive with the appropriate materials.
3. Write the report in a professional manner. Use subheads, appendices, and keep your style formal.
4. The report is due on the Friday before Reading Week.

DUE: _____

5. Submit report to your faculty advisor _____

Faculty Advisors: Please keep a copy for your records and provide a copy of the abstract to the Department Office.

Written Content of the Final Report (main body)

The report must contain all of the following HEADINGS:

1. **Abstract:** Provide a brief overview of the content of your report (the first page)
2. **Explanation of Work Program.** Detail your work program, including the following points:
 - Did you perform the specific tasks as outlined in your job description?
 - What, if any, additional duties were assigned to you?
 - List suggestions that you feel could improve the training received from your employer.
3. **Significance of Work Experience.** What new skills are you developing? What already acquired skills are you reinforcing? In what ways is this experience modifying your ideas and plans toward a career?
4. **Applications of Major.** Discuss specific aspects of your major (theories, techniques, principles, etc.) that you applied during your work experience.
 - Does this experience give realistic meaning to any of your past or present studies or help you better understand them? Consider both general studies, such as psychology; specialized studies, such as accounting; and any subject in your major field of interest.
5. **Suggestions for Future Interns.** Present suggestions that would help other students participating in an internship.

Writing Resources

- Grammar, Punctuation, and Spelling
<https://owl.english.purdue.edu/owl/>
- Abstracts
<https://owl.english.purdue.edu/owl/resource/656/01/>

Additional Information:

1. If your job is of a classified nature, confer with your supervisor before writing the report to avoid divulging classified information. (This is not a defense for an insufficient industry analysis, however.)
2. The report may contain fair and constructive criticism, but suggestions for improving the plant, product, methods, safety, and welfare should be discussed with the firm before being included in the report.
3. Personality problems and complaints should not be discussed in your written report.
4. Students find a weekly log or diary of observations and reflections on the report guideline questions, and observations of their own, is useful in preparing the report.
5. Make a copy of the report for yourself. You may want to give your employer a copy to provide him/her with feedback on your internship experience.
6. The report, together with the employers' evaluation of your work performance, constitutes the basis for awarding college credit for your internship.



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FIELD WORK EXPERIENCE INFORMATION PAGE

Please complete and return as page one of the final report. DATE _____

STUDENT NAME _____ ID# _____

NAU E-MAIL _____

MAJOR _____ ADVISOR _____

EMPLOYER _____

ADDRESS _____

PHONE _____

IMMEDIATE SUPERVISORS NAME & TITLE _____

DATE INTERNSHIP STARTED _____

RATE OF PAY _____ per HOUR/WEEK/MONTH (if any)

HOURS PER WEEK _____ FROM _____ am/pm TO _____ am/pm

DATE INTERNSHIP ENDED _____

DO YOU FEEL YOUR POSITION HAS HELPED YOU TO UNDERSTAND YOUR MAJOR DISCIPLINE? YES _____ NO _____

DO YOU PLAN TO REGISTER FOR THE FIELD WORK EXPERIENCE AGAIN? YES _____ NO _____

WOULD YOU WORK WITH THE SAME EMPLOYER? YES _____ NO _____

RATING OF FIELD WORK EXPERIENCE:

EXCELLENT _____ GOOD _____ AVERAGE _____ FAIR _____ POOR _____

Final Report Checklist

To meet your Field Work Experience final report requirement, you must correct any items that are missing or incorrect on your final report.

Review the contents of your report and make sure you have included the following:

- Abstract
- Main Body—headings and sufficient content
 - Explanation of Work Program
 - Significance of Work Experience
 - Application of Major
 - Suggestions for Future Interns
 - Suggestions for the English Department Internship Program (optional)
- Report is typed (double-spaced) with appropriate margins, font, and font size
- Report follows MLA or APA format (including page numbers)
- Report is grammatically correct
- Spelling has been checked
- Page length (1-unit = 10-pages; 2-units = 20-pages; 3-units = 30-pages)
- All parts of the paper (including checklist and written work you completed for your internship) are included-- complete, in proper order, and stapled

I have reviewed my paper and it conforms to the criteria contained in the above checklist.

Student Signature _____