Note: this Report is confidential and will only be released for review to the Bridge Program Management and Executive Program Committee. The Executive Summary may be released upon review and approval by the Internship agency.

Bridge Program Internship– Student Final Report

Student Name: _____

Internship Agency: _____

Agency Supervisor: _____

Internship Start Date: _____ **End Date:** _____

Describe time to complete internship: _____
 (e.g., full time, four months; part-time eight months)

EXECUTIVE SUMMARY – This short summary will be used for publicity and information reporting purposes (e.g. newsletter, website) pending agency review and approval.

- Placement Title (include Agency name and major activity)
- Summarize internship activities (maximum 50 words)

NARRATIVE REPORT (3-5 pages) - The goal of the narrative report is for the student to summarize the internship experience, including activities, challenges experienced, lessons learned, and recommendations for future internships. Please include each of the following section headings, and indicate a reason if there is no activity under any of the headings:

1. **Research Activities** (describe major activities)
2. **Deliverables** (list publications, reports, and presentations)
3. **Professional Development Activities** (that were provided to the agency)
4. **Opportunities to Interact with Decision-makers**
5. **Applied Research Skills Developed**
6. **Internship Challenges & Lessons Learned**
7. **Recommendations for Future Internships** (at this agency, including other potential contacts)
- **General Recommendations for Bridge Program Internships**

POWERPOINT PRESENTATION

As part of the requirement of an internship, student s should prepare a PowerPoint presentation on their internship experience and present it to the Bridge Program (e.g., at a seminar, workshop, or agency meeting). Please schedule the presentation with Bridge Program management. Check with the internship agency to confirm what information may be released publicly.