

Department of Communication Studies

Internship Final Report

The content of this report will determine much of your grade. Allow yourself enough time to thoroughly complete this report according to the following instructions.

1. Reports should be double-spaced, use 12 pt. Times New Roman font, with 1-inch margins, and use headings and page numbers throughout the paper.
2. Content and organization are important. Spelling and grammar errors detract from the overall quality and will adversely affect your final grade.

The due date for Spring 2024 Semester is **Thursday, December 11 by 4:30 pm**. Submit the completed report to the Internship Coordinator, by email. Please email to: Dr. Sabbath @ Karyl.sabbath@colostate.edu

Overview

- A. Brief description of organization you worked for (size, business, where your department fit into the organization, etc.)
- B. Summary of your internship position, duties, responsibilities.

Summary of your internship accomplishments (approximately 2-3 pages)

This should be a summary of how your time was spent during the internship and what you accomplished. If your internship was project-based, summarize the purpose and outcome of the project, as well as your role in the project. If your internship was job-based, summarize what you contributed to the day-to-day operation of the organization.

Personal Learning Objectives Progress Report (approximately 2-4 pages)

- A. Restate your objectives from the Internship Application form. Discuss any modifications made as you went through your internship.
- B. Describe specific efforts you made to work on each objective.
- C. Describe how you monitored your own progress, what help you sought, what you achieved, communication obstacles you faced and how you dealt with them.

Note: Your discussion here should be as specific as possible and should refer to the objectives stated in the agreement form, describing what you actually did as you worked to improve your communication knowledge and skills.

Application of Communication Concepts (approximately 3-4 pages)

- A. List three communication concepts you learned about in your communication courses. If possible, identify the course where you were exposed to the concepts.
- B. Describe how you used each concept to make “sense” of your internship experience. You may describe one of the following:
 - 1. How the concept was applied at your internship organization; whether you believe it was applied effectively or how it could be applied more effectively.
 - 2. Why you don’t think the concept was applied at your organization. Do you agree that it should not be applied, or based on your academic studies, do you think it should be implemented? Support your opinion.
 - 3. If you think the concept was not covered adequately in your communication coursework, how, based on your internship experience, could the concept be taught more effectively to prepare students for the “real” world?

Conclusion (approximately 1 paragraph)

Appendices

Samples of work, project reports and any additional documentation of your experience.