

# Internship Paper Requirements

**Length:**

Approximately 10-15 pages (double-spaced)

**Content:****Introduction:**

- include introductory comments
- provide brief description of organization/department (approximately 1/2 page in length)

**Body of paper:**

- describe specific job duties
- relate how certain tasks connect to course work completed
- show how assignments contribute to overall goals of the organization/department

**Conclusion:**

- include recommendations for organization/department
- connection with or contribution to career goals
- discuss overall experience

**Attachments:**

- attach relevant documents, when appropriate\*

**Grading Procedures:**

- internship paper - 75% of grade
- supervisor's evaluation of work - 25% of grade

\*Note: Attachments are considered supplements that add to or clarify the paper. They are not included in the 10-15-page length requirement.