



UNIVERSITY OF SOUTHERN MAINE

Department of Computer Science, Internship Report

Student's Name:

Organization/Company of Internship:

Role:

Start Date:

End Date:

Work hours:

Supervisor:

Supervisor Contact Information:

Faculty Supervisor:

Section 1: Business Description (1-2 pages)

This provides an overview of the agency, company, or organization where you were employed. It includes details about the nature of the business, such as its size, industry, and location. Additionally, it describes the business's identity and positioning within its industry. Following this, it explores specific information about the division or department where you were employed. Discuss your role and how it affected the organization.

Section 2: Job Responsibilities and Learning Experiences (2-3 pages)

Detail your job responsibilities comprehensively, outlining tasks and duties performed, including assignments related to writing, marketing, management, and any other relevant duties. Emphasize the insights gained about the field of public relations through your experiences. Additionally, provide a table listing courses completed at the University of Southern Maine that were useful during your internship, and elaborate on how the concepts learned in these courses were applied during your internship.

Section 3: Critical Reflection and Personal Growth (2-3 pages)

This section serves as the core of your report. Conduct a thorough examination of your internship experience, highlighting both positive and negative aspects. Provide constructive criticism regarding the utilization or underutilization of your skills as an intern. Reflect on any personal insights gained during this period and share them with the reader. Furthermore, offer recommendations and suggestions on how you can leverage your newfound self-awareness. It is essential to bring depth to your analysis by offering insightful reflections rather than superficial observations. Provide specific and detailed accounts of your experiences to enrich your narrative.

Section 4: Deliverables (1-2 pages)

Include samples of the work you did at the internship. Show a variety of pieces (i.e., releases, products, layouts, ads, tapes, reports). What you include here will be determined by the kind of internship you had.