

Internship Presentations

All interns are required to do an end-of-semester presentation. Below are a list of requirements for every presentation. Please see the *Internship Presentation Prep* handout for some helpful tips on preparing the best presentation possible. Should you need additional guidance, check in with the Internship Coordinator or your Faculty Advisor.

The presentation should be in Microsoft PowerPoint, be approximately 15 minutes long, and should generally follow the suggested format below:

1. **Title (1 slide):** This slide should include your name, the host organization, and your job title.
2. **Introduction (1 to 2 slides):** Define the mission statement or background of the host organization; describe host organization's role in and goals related to food systems work.
3. **Objectives of Internship (1 slide):** Give an overview of your learning objectives and associated work plan and/or job description.
4. **Sector(s) of the Food System (4 to 6 slides):** Describe the sector of the food system you were working directly in or conducting research on; describe the other departments/organizations/community partners you interacted with; describe the consumers, entrepreneurs, and/or policy makers who were impacted; include photographs of you working in your field, of the people and/or business you supported, and other photographs as necessary to augment your presentation. *Photo Release forms for photographs must be filed with the Food Studies Program office. The forms can be found here: <https://usm.maine.edu/food-studies/internships-students>.*
5. **Results (2 to 3 slides):** Describe the deliverables you produced, the events you organized and/or attended, highlighting what you learned; address the bigger picture: How did this internship experience impact your career outlook? Did it change your perspective in some fundamental way(s)?
6. **Conclusion (1 to 2 slides)**
7. **Practice!** Each student must stay within their allotted presentation time. You will be stopped when you have reached your time limit. The Internship Coordinator and Administrative Specialist are both available to help you with your presentation's content and timing.