

# INTERN PAPER REQUIREMENTS

The following outline has been developed in an attempt to inform you of the basic expectations which influence the grading of **your** internship paper. You should **pay careful attention to the inclusion of each of the content areas, as well as the technical aspects of a written document.**

## CONTENT

### 1. **Introduction** about your agency/facility:

- Where your internship was performed and a brief history/account of the facility.
- The “key players” (people with whom you worked and who will be mentioned in reference to your internship).
- Facility “make-up” (physical elements which were a part of your internship).

#### **Your Responsibilities:**

- What was your role overall and in **each** aspect of your internship? This may be integrated with each section of your paper which deals with the various responsibilities of your internship or you may wish to “paint a picture” of how you were an integral part of the operation.

### 2. **Your Project / Program**

- Specifically describe your project / program in detail.
- Why/how it was determined that it would be your project.
- What your impressions were of the end result and how it was beneficial to you and your internship site?
- Because you are covering your goal from the LOA here (for completing a project/program), you won't need to address it as part of your LOA goals below.

### 3. **Letter of Agreement (LOA) Goals**

- Describe how you met each of the **listed** goals in **your** LOA. (If a goal was deleted or crossed out, you don't need to report upon that particular goal!) Your account verifying attainment of the LOA goal should be more than a sentence for each goal. You should elaborate enough that anyone reading your paper is able to get an insightful understanding of the experiences you encountered and the means you took to achieve the goals cited in your LOA.
- If needed, identify which of the listed LOA goals you **didn't** meet and justify in detail why you were unable to attain the goal.

### 4. **Documentation**

- Every goal which is stipulated in the Letter of Agreement must be documented.
- Examples of “documents” which were created or generated by you – letters, communication, promotional materials, brochures, forms, etc., that came directly from **you** or of which **you** had the responsibility.
  - These examples can be integrated within the text of your paper OR they can be included at the back of your paper like an “appendix.” Whichever you choose, make sure the examples are easily identified with the experience they are intended to document! When the documentation is integrated within the text, be sure to avoid “sticking” it in between sentences/paragraphs as it

disrupts what you're trying to say. Place the example **after** the pages referencing the goal.

- There is no need to include every example when there is excessive duplication. Instead, a good cross section of examples would be more appropriate and desirable.

5. **Conclusion -- evaluate your experiences (\*)**

- What did you learn both personally and professionally?
- Why was *this* an appropriate way for you to finish your college education?
- What did you learn that you couldn't have learned by staying on campus and finishing your degree the traditional way (from classes/profs)?

(\*) This should be in addition to the multi-page site evaluation which you will complete for the Center for Leisure Services!

## TECHNICAL ASPECTS

1. **Composition, Grammar, Punctuation, Spelling, Organization, Professional Presentation**

- These qualities should be reflected throughout the paper. It is expected that the paper will have all mistakes and grammatical errors corrected.
- Keep in mind that this is a year-end report which represents **two semesters** of your senior year.

2. **Progress Reports, Evaluations**

- Copies of each of these should have already been submitted and need not be included in the paper.
- A "Final" evaluation may be submitted with the paper, but keep it separate from the paper.
  - **DO NOT INCLUDE (or bind it) WITHIN YOUR PAPER.**

## SUBMITTING YOUR PAPER

- Submit a "copy" of your internship paper to the Center for Leisure Services office for grading. **Your paper will be kept on file within the Recreation Department for one year as a resource.**
- **Papers are not returned to the student and that is why we suggest students make a copy for themselves for future reference.**
- Deadlines for paper are arranged with the CMU supervisor. In general, however, papers will be due at least one to two weeks before semester's end/anticipated graduation date. You will be notified by your CMU supervisor of specific paper deadlines dates toward the end of your internship experience.