Agribusiness Department
Internship Final Report Format

General Instructions

All interns must submit a Final Report on their internship experiences. It will be graded and become a part of the student’s file. The final report must be submitted within one quarter of the completion of the work experience. Failure to do so may result in the loss of elective units. The undergraduate paper must be at least 6 pages long. It will be graded on completeness, accuracy and neatness.

Suggested Outline:

1. You have just finished working for a company or agency. Present a brief history. Include the date of establishment, type of business organization and structure, number of employees (union and non-union), and labor management strategies. Describe recent changes in the business or its function and explain the management goals prompting these changes. What kinds of activities did people perform in the business, and where would you see yourself most happy within the organization. Briefly assess your current abilities to perform in this position, and your need for additional training or education to attain it. Finally, what major services were performed by the business? How and why could these services be improved or expanded to better meet the needs of the customers?

2. Describe your role in the business. List the different jobs performed and the percent of your time spent on each job. In what areas were you given major responsibilities? Assess your performance in these areas. Then describe your relationship with the other employees. In your opinion, why did you have good relationships with some and possibly not so good with others?

3. Relate the internship experience to your academic coursework. Which classes have you taken that seemed particularly useful? Which additional classes do you feel you should take to better prepare yourself for work in this business, for work in the industry, to attain the position in the company discussed in #1 above?

4. Relate the internship experience to your personal growth. Do you think other students would benefit from an internship?

When your paper is finished, hand it in to the Agribusiness Department Chair where you will review the allocation of units and final Credit grades will be prepared.