

FORM C
RPTA 465 - BI-WEEKLY SUMMARY REPORT

Student's Name: _____

Weeks Covered in Report (Dates): _____ Through: _____

Total Hours for Weeks Reporting: _____ Total Hours to Date: _____

Organization _____

Supervisor _____

Signature _____

Organization Supervisor Comments: _____

I. STUDENT'S ASSESSMENT (Minimum one page long, to be included with each biweekly summary report)

This assessment should consist of a critical analysis and interpretation of each week's events, not just a list of accomplished tasks.

1. **Activities:** Describe your experiences during these two weeks as they relate to each of the goals and/or tasks listed in the Organization Information and Approval Form.
2. **Problems:** Identify any problem(s), both major or minor, you have had during this reporting period with some analysis on how you did or how you plan to solve them.
3. **Insights Gained:** What have you learned from your experiences during this reporting period? What specific experience do you think made you stretch and grow as a professional?

II. GENERAL ORGANIZATION INFORMATION REPORTS

First Report: Describe the Organization.

Due: Beginning of the 3rd Week

This report should familiarize both you and your Internship Advisor with the organization. Provide a brief history of the founding of the organization, its current purpose, and legal status (private, public, nonprofit). Provide a general description of the organization's programs and services, clientele, and facilities. Do not provide copies of pre-written organization documents, but rather describe your own understanding about the organization.

Second Report: Describe the organization and administration of the organization + "Worker Wednesday".

Due: Beginning of the 5th Week

Include a copy of the organization's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the organization. Discuss the organization's personnel policies: hiring practices, orientation program and in-service training, salary and benefits information. Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.

In addition to your report, please provide (in 300 words or less) a brief description of your internship duties with your organization, as well a description of how your career at Cal Poly as an RPTA major helped you get you achieve your goals. An image of you engaged in your internship duties should be

attached.

Third Report: Describe the financial structure of the organization.

Due: Beginning of the 7th Week (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss what are the various income sources; major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

Fourth Report: Describe the marketing and public relations of the organization.

Due: Beginning of the 9th Week

Discuss how the organization markets its programs and services. How are its promotional efforts developed and coordinated.

Fifth Report: Assessment of the Internship Experience.

Assess the overall internship experience by answering the following questions. Include Form F with the final bi-weekly report.

Internship Evaluation and Assessment

1. Evaluation of Organization Internship Program
 - Strong points
 - Weak points
 - Suggestions for improvement
2. Evaluation of Cal Poly Internship Program's Policy and Procedures
 - Strong points
 - Weak points
 - Suggestion for improvement
3. Organization Evaluation of Student (Form E)
4. Evaluation of Self
 - a. What goals were met during the internship experience?
 - b. What goals were not met and why?
 - c. What were some of the strengths developed during the internship experience?
 - d. What skills do you still need to improve and ways improvements can be made?
 - e. What academic courses were helpful in preparing you for this internship?
 - f. What academic courses would have been helpful in preparing you for this internship?
5. Include Form F with final report.
6. Include Student Assessment Survey (see next page)

Student Assessment Survey

Professional skills include the ability to communicate effectively, work well in groups, and solve problems creatively. Consider the following list of professional skills and reflect on your own abilities. Then, rate your ability to perform the following:

I am able to...

...verbally communicate and explain ideas.

...write effectively and explain ideas.

...think critically and creatively.

...make decisions based on accepted professional practices.

...work independently in a productive manner.

...work collaboratively in groups.

...engage in lifelong learning.

...plan and implement programs, services, & experiences.

...interpret data and evaluate programs, services, & experiences.

...effectively supervise program staff.

...coordinate operations & management of employees and participants in programs, events, & services-based experiences.

...apply marketing and experiential marketing concepts & processes.

...interpret budgets and analyze basic financial documents.

...facilitate/supervise experiences for diverse populations.

...understand issues and practices relating to sustainability.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Applicable
...verbally communicate and explain ideas.					
...write effectively and explain ideas.					
...think critically and creatively.					
...make decisions based on accepted professional practices.					
...work independently in a productive manner.					
...work collaboratively in groups.					
...engage in lifelong learning.					
...plan and implement programs, services, & experiences.					
...interpret data and evaluate programs, services, & experiences.					
...effectively supervise program staff.					
...coordinate operations & management of employees and participants in programs, events, & services-based experiences.					
...apply marketing and experiential marketing concepts & processes.					
...interpret budgets and analyze basic financial documents.					
...facilitate/supervise experiences for diverse populations.					
...understand issues and practices relating to sustainability.					