Middle Georgia State University

INTERNSHIP FINAL REPORT

Internship
in
Information Technology
at
{Name of the organization}

by
{student's name}

{Semester, Year}

Internship Contact Information

Student Name:	
Student I.D.:	
Student Email:	
Home Phone:	
Work Phone:	
Internship Organization Name:	
Mailing Address:	
Internship Supervisor:	
Internship Supervisor Phone:	
Internship Supervisor Email:	
Faculty Sponsor Name:	
Faculty Sponsor Phone:	
Faculty Sponsor Email:	

Internship Experience

Introduction

This section describes where and when the internship was performed. Provide a brief description of the organization.

Work Performed

(100-150 words) This section describes the IT area or areas in which you performed the internship. Depending upon the internship, this may be one or several areas. You should include enough detail to make it clear that you understood the nature of the work you performed and how it benefited the internship organization.

Scope of Internship

Activities:
This section should be an **itemized list** of the activities you engaged in during your internship. It should be highly representative of the internship work that you expected to do. Be sure that each item in the list is described in enough detail for the faculty sponsor to understand how this work relates to IT.   If you provided a job or role description then it can be used as the outline for this section.

Actual Hours:
Finally, at the top level (the activity level) provide the hours that you spent on each activity. Do this by listing each activity number, its short title, and indicate the number of hours that you spent on each.

End Results:
List the things that you accomplished. It does not have to be exhaustive; but it should be representative of the internship achievements under each activity.

Relationship to Your Academic Experience

(100-150 words) This section explains how the experience you gained through this internship will help you achieve your education and career goals. Focus on your areas(s) of expertise and how some of the IT courses you've taken helped you during this internship. Be very specific.

Conclusion

(100-150 words) In this section you will discuss the internship experience, the value of the internship, and the impact it has had on your future career choice. What did you learn? Was the internship worthwhile? Close by listing any recommendations you might have for the School of Information Technology about the internship course.