

## MUSKEGON COMMUNITY COLLEGE

# Student Summary Report

The Student Summary Report requires a written report of the internship work experience. This report shall serve as one of the instruments used in measuring how effectively the interning student fulfilled the objectives of the fieldwork experience. The length, content, and detail of the report are governed by the amount of credit granted for the internship experience.

### GENERAL GUIDELINES

1. Must be typed, double-spaced, on standard size 8-1/2 x 11 white paper
2. Must not contain any punctuation, typographical or grammatical errors
3. Must be technically accurate, organized and neat in appearance
4. Is due on the date specified on the Due Date Information Form
5. Must be secured in a three-hole report folder - **Do not use a hard cover three ring binder**
6. Becomes part of the student's permanent record and will not be returned
7. **Must be signed by the employer for reasons of confidentiality**

### REPORT FORMAT

#### Title page

- a. "An Internship Experience in \_\_\_\_\_"
- b. Company or organization's name
- c. Worksite supervisor and title
- d. Your name, course number, date of completion, and credit hours

#### Table of Contents

- a. Outline contents by topics and sub-topics with page number location for sections and appendices, if any

#### Introduction

- a. Overview of the entire contents of the report - include a short history of the worksite, what they do, whom they serve, mission statement, etc.

#### Main Body

- a. Describe the field experience, responsibilities, operation of the employing firm, skills, and technical requirements for your position
- b. Topics may include job analysis, research conducted by the intern related to materials, processes, procedures, systems, safety considerations, human relations, and management principles applied to situations or related career paths
- c. Describe what has been learned through this experience

#### Appendix

- a. Include forms, charts, brochures, relevant literature, photos, and any other pertinent information associated with this occupation
- b. Any appendix must be referred to in the report to be valid
- c. Each appendix should be labeled with a capital letter for the purpose of identification

Example: Appendix A, Appendix B, etc.