

## IST Internship Report Requirements

### Submission Information and Due Dates

The original and one copy of your report and evaluation are due by 5:00 PM on due date determined. Please mail your report and end-term evaluations to the IST Internship coordinator at your campus.

### REPORT FORMAT AND LENGTH

The report must be typed (double-spaced), using your best grammar, and be 5-6 pages in length (including the abstract). You must have a cover page in an identical format to the example provided below, which includes a signature line that must be signed by your supervisor to signify that the report does not contain company proprietary information. You must include an abstract as the first page of your report. An abstract is not an introduction; it is a brief (50-70 words) summary of your report.

Reports per the following guidelines must be submitted each and every semester that you are completing IST Internship experiences. If you would prefer to do a project different than the basic report (a plant tour, a presentation, etc.), project proposals will be considered by the IST adviser in your option.

**COVER PAGE:** The following information must be provided in the top left-hand corner:

Name  
Option, BS or AS  
Internship Semester and Year  
Employer and Employer Location

Centered on the page should be the report title in big bold letters.

Below this title should be the following statement and location for your supervisor's signature:

*I have read this internship report and agree that it contains no proprietary information and it may be submitted to the IST Internship Program at Penn State.*

Supervisor Signature: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

**REPORT CONTENT:** The student should write a report to address the following topics:

- A description of the environment in which the internship takes place. In most instances this will be a description of the company or government unit.
- A description of the practical assignment.
- A description of the accomplishments of the intern during the practical experience.
- An evaluation of the effectiveness of the internship. In particular, describe the areas in which knowledge and skill enhancement took place. Where appropriate, note where intern expectations were not met.