

## **Environmental Studies Internship**

### ***Student Final Report Format***

1. Introduction (1-2 paragraphs) explaining:
  - a. Name and nature of organization
  - b. Typical weekly work schedule
  - c. Narrative description of tasks
2. Assessment of accomplishments (2-3 pages):
  - a. Strengths of your performance on job
  - b. Particular challenges or areas for improvement of your performance
3. Evaluation of internship learning in context of the EVST major (1-2 pages).

Your report should be typed (10- or 12-point font), double-spaced, stapled, and free of grammar, spelling, and punctuation errors. It is due to the internship director via email or campus mail by the last day of finals for the quarter in which you are registered for the internship. The only exception to this deadline is when other arrangements were made with the internship director when the initial internship contract was signed.