Submit the following documents. Your documents must be professional-quality (laser printed) and be placed in a folder.

- Title page containing the title of your project, your name, email address, campus mailbox number, course title (IST 295B or IST 495), and folder submission date
- Table of contents (with page numbers)
- Photocopy of original work registration form
- Internship proposal
- Your current résumé
- Written document (narrative) summarizing/describing (in depth/detail) your internship experience (updated from mid-internship) and relating your academic course work to your internship experience. The report (minimum of five pages) must be double spaced and address the following topics
  - Description of the environment in which the internship is taking place. In most cases this will be a description of the company for which you work. Include the company URL if applicable.
  - Description of your practical assignment(s).
    - What are your major responsibilities and duties?
    - What special projects or assignments have you been given, if any?
    - Have you made a formal presentation or report? If so, to whom?
    - What formal orientation or training sessions have you attended?
  - Description of your accomplishments during the practical experience
  - Evaluation of the effectiveness of your internship.
    - Did you achieve your internship goals (as stated in your internship proposal)?
    - How would you rate this work period?
    - What criticisms do you have of your work assignment, if any?
    - What have been your most significant/valuable learning experiences in this internship assignment?
    - How has this internship helped you grow both personally and professionally?
    - In what way and how often has your work been reviewed with you?
  - What would you say to new internship applicants considering this employer?
  - How would you have changed this internship to make it a better experience?
  - How can the IST faculty at Penn State York better prepare students for internships?
  - What changes in your academic or career plans have resulted from this work experience, if any?

- Evaluation of oral presentation
  - Overall impression
  - Strengths
  - Areas needing improvement

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• If applicable, a printed copy of your oral presentation PowerPoint slides (as handouts)

• Based on the established IST 295B/495 grading criteria, what grade would you assign to yourself for IST 295B/495? Why do you believe that you have earned this grade?

• Appendices
  o Copies of weekly journal and hours log
  o Internship hours accumulation records