Internship Final Summary
- Guidelines --

DIRECTIONS: Complete an Internship Final Summary and submit to the university internship supervisor as part of your Internship Notebook at the conclusion of your internship experience. Do this in question and answer format.

1. **Description of the internship:**
   - Identify the supervising agency, the period of internship.

2. **Job duties:**
   - Discuss in general terms the routine work you did for your supervisor, as well as the special projects you handled. Indicate the approximate percent of your work hours you spent on work in each category. Elaborate on the extent of your involvement in each activity and assess its benefits to you and the agency. Tell about any future use, by the agency, of your productive efforts completed during the internship.

3. **Benefits/positives of your internship experience:**
   - Describe the nature and extent of the learning that took place and its personal and career applications in your behalf. What activities helped to make the internship experience most beneficial to you? Was there a job offer?

4. **Weaknesses/negatives of your internship experience:**
   - What aspects of your internship experience could have been improved to make it more enjoyable and useful to you? Identify specific points your supervisor and the Internship Coordinator could do to improve or enhance your experience.

5. **Overall assessment:**
   - Evaluate your internship experience in terms of your original expectations. Would you recommend the internship experience to others? Why or why not? What are some of the advantages and disadvantages of internships that influence your opinion?

6. **Business cards:**
   - Be sure to include the site supervisor's business card.