Internship Paper Guidelines

Complete your internship credit

If you are approved for academic credit for your College of Business Internship, you must complete a REFLECTION paper in order to receive your grade.

All students are encouraged to keep a journal during their internship. You should make entries at least once a week, and more often if there are significant activities to report. Your journal, however, will not be turned in; rather, you can use it while you are completing your paper.

Guidelines for paper length are listed below, although quality is much more important than quantity.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>PAPER LENGTH (Double-spaced, one inch margins, 12 font)</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>8-10 pages</td>
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<tr>
<td>2</td>
<td>6-8 pages</td>
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<tr>
<td>1</td>
<td>3-5 pages</td>
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Paper Content

Your paper should answer or address the following areas:

- What did you do during your internship? What were your responsibilities?
- What did you learn?
- How did you find and secure your internship?
- How did the internship help you develop professionally? What did you enjoy or not enjoy?
- How did your internship put into practice what you have learned in the classroom? What particular courses prepared you best for your experience?
- In what areas or particular situations did you feel unprepared?
- Has your internship had any impact on your career planning decisions? Explain

It is recommended that you complete your paper immediately following your experience. You will submit your paper on-line at: https://aspnet.cob.ohio.edu/isms/loginAdmin.aspx?ReturnUrl=%2fisms%2fadmin%2finternshipsubmitpaper.aspx – no hard copies will be accepted.

Students that do no submit their paper will receive an incomplete on their grade report. This incomplete will turn to an F the following quarter if you do not submit your paper and ask for a special grade report to be submitted on your behalf in your department. You will receive notice if your paper is or is not accepted. If your paper is approved, you will receive “credit” only--no letter grade given.