

Scholarship Intern- Final Report Guidelines

Your final report should be in the following format:

To:
From:
Date:
Re:

- I. Introductory paragraph: A brief description of the who, what, when, where, why, and how of your Scholarship Intern assignment.
- II. Assignments: What you did, how you did it, and who you did it for (e.g. if you did research, who asked you to do it, what were you researching, how did you go about completing your assignments)
- III. The Public Policy Implications: Why do you think the office is asking you to do these assignments? Why do you think they are pursuing this type of public policy? Was the result good or bad?
- IV. Classroom- Internship Connection: How did the work you did relate to concepts you have learned in the classroom?
- V. Skills, Knowledge, Personal Development, and Career Awareness: What specific skills did you develop? What new knowledge did you gain? What kind of personal development took place? How was your career awareness expanded? (Be specific when discussing your examples)
- VI. Conclusion