

Department of Audio Arts & Acoustics
INTERNSHIP FINAL REPORT INSTRUCTIONS

Following you will find instructions for completing the final internship report.

Don't kill yourself with this report, but I expect it to be well written and in "college form". It is essentially a self-evaluation and a bit of feedback to me that the site is still viable for future students. I don't expect more than 2 or 3 pages.

You can deliver or e-mail your report to me (escott@colum.edu).

E-mail instructions - Send as a Word document, or RTF attachment; be sure to label the document in good PC form: no spaces, no dashes and with the tag ".doc" or ".rtf" (example kanters_report.doc).

Label the e-mail as "internship report" in the subject line. If you do not follow these directions there is the chance that I will miss it or won't be able to open your report.

I will acknowledge receipt of your report. If you don't get a response, assume I didn't get it.

It is YOUR responsibility to be sure that I have it by the deadline!

THE REPORT:

You are **required** to submit a detailed essay outlining your internship experiences.

SUPERVISOR EVALUATION:

A final evaluation form will be sent to your supervisor. You should meet with your supervisor to discuss these evaluations before they are faxed to me.

Supervisor evaluations and reports are due absolutely no later than _____.

Date varies by semester – obtain date from E. Scott, escott@colum.edu, 312-369-8802

IMPORTANT:

Reports are an important part of your final internship grade. If your supervisor does not return your evaluation you will receive an incomplete.

QUESTIONS? Contact Elliott Scott by e-mail.

Internship Final Report

The header of your report should include the following information:

Name, date, internship site, supervisor, type of internship (Recording, Live, Post, etc)

Please answer the following questions, in essay form, in the order in which they appear. Your report should be in “standard college form”, i.e. typed, 1-1/2 space, 1” margins, and, above all, *proofread!!*

PLEASE ANSWER ALL QUESTIONS COMPLETELY.

1. Did you meet your learning objectives? If some objectives were not met, please list them and discuss why you felt they were not met.
2. What did you like best about your internship?
3. What did you like least about your internship?
4. What new skill or skills did you learn during this internship?
5. Were you adequately prepared for the internship? If yes, please discuss what classes and/or experiences were beneficial. If you did not feel prepared, please discuss what classes, skills, information, etc., would have provided better preparation.
6. Evaluate your internship supervisor. Please provide specific information.
7. How has this internship contributed to your long-term career goals?
8. Were you offered a job or some type of paid work here or elsewhere as a result of this internship?
9. Would you recommend this internship to another student? Why or why not?
10. What was the most valuable thing you learned from this internship?
11. Overall, how would you rate this internship? Please justify your rating.
12. Please evaluate your performance. If you were to give yourself a grade, what would it be?