

## Midterm Report

The purpose of the midterm report is to update Dr. Holland on the projects you have been working on and the status of the internship in general. At this point in the semester, it is important that the student also assesses whether or not the internship is on the right track and meeting expectations. In order to make these assessments, there are a few questions that must be answered:

- Are you using your CBA skills to accomplish daily tasks and objectives?
- Do your daily tasks and objectives closely relate to your area of specialization?
- Do you feel this internship is challenging your abilities as a CBA student?
- Are you gaining a real world perspective of how business is done?

If the answer to any of these questions is no, inform Dr. Holland so that she can work more closely with you and your supervisor to provide you with the most valuable business experience possible. Honestly answering these questions will be beneficial when it is time to write the final paper. Three to five detailed paragraphs will be sufficient for the midterm. It should be e-mailed to Dr. Holland at [jholland@unomaha.edu](mailto:jholland@unomaha.edu) on or before the due date assigned at your interview.

**Midterm Due Date:** \_\_\_\_\_

## Final Paper Guidelines

### Purpose

The Business Internship Program requires that students submit a written report about the practical work experience gained during the internship. The purpose of this paper is to not only describe the tasks and objectives within the job, but also to explain how you transferred the business skills you have learned into a real business setting. This report will provide students with a portfolio of their work examples and results to show future employers. Students should keep a folder or notebook with copies of any reports, ads, meetings, etc. that the student produced. This, along with a calendar of activities, will make writing and assembling the report much easier at the end of the internship.

### Grading

The paper will help determine the final grade for the internship and is primarily graded on the professionalism of the writing and the content. On the first issue, students must keep in mind that this is a business communication document that must reflect good writing skills, organization, and proper usage throughout.

From a content perspective, keep in mind that this is a 4000-level course which requires in-depth analytical thinking. Therefore, students must be prepared to explain how their CBA skills were utilized throughout the internship. Students will need to use critical thinking skills to describe the relation between their area of specialization and their daily job tasks. Students must also discuss the interactions they had with different business processes and how they improved upon those processes. Most importantly, students need to explain how their coursework in the CBA helped them to achieve business objectives within the organization.

The final grade will be directly related to the analysis of these items and how much the student learned overall. Failure to adequately analyze and explain these issues will result in a lower grade.

### Format

Due to the wide range of internships, the format for the paper will vary. However, the following outline is a general guide that may be adapted to fit the circumstances of the specific internship. Use business terminology learned during your coursework to clearly explain your role in completing company objectives. The paper should be 10-15 pages in length, double-spaced. When using specific information, statistics, or quotations, **you must provide proper citation and include a bibliography.**

**Final Paper Due Date:** \_\_\_\_\_

\*\*After submitting the Internship agreement, you must register for \_\_\_\_\_.\*\*

## Final Paper Outline

- I. Intro (approximately 2 pages)
  - A. Overview of the industry
  - B. Overview and history of the company (**Remember to cite sources—including web pages!**)
  - C. Organizational structure and your place in it
  
- II. Your Accomplishments (approximately 6-9 pages) – Break your work into 2-3 meaningful objectives
  - A. Objective I
    - 1. What did the company expect you to accomplish? State this as an objective.
    - 2. How is this related to the strategic objectives of the organization?
  
  - B. What did you do to meet this objective?
    - 1. Explain what you did and what you learned.
    - 2. What CBA skills/techniques did you use to accomplish this objective?
    - 3. How does this objective relate to your major/specialization?
  
  - C. Results (approximately 2-3 pages)
    - 1. What were the measurable outcomes of your efforts?
    - 2. If no measurable outcomes are available, how would you determine the effectiveness of your efforts?

Repeat A,B & C for Objective II, & III

- III. Concluding Remarks (approximately 1 page)
  - A. How does this experience relate to your classroom experience and knowledge?
  - B. What might you have done differently?
  - C. What would you do differently if you managed an intern?

### Appendix

Include samples of your work as appropriate