

Food Industry Management Certificate

Student Practicum/Internship Written Report Requirements

This document is to describe the format to use for the FILC Practicum/internship final report. Because the practicum must be taken for graded credit, there is a final report that is due on the scheduled completion date for the practicum. The FILC plans to develop collection of these internship reports to use as examples for future students.

The practicum final report is a document that describes a student experience as a practicum intern. Often this report serves as a portfolio that details what activities and accomplishments a student had as part of their practicum. This report should make clear to the reader what were the practicum activities of the student. These activities can be described in the context of the practicum's goals and learning objectives as detailed in the practicum contract between the student and the FILC faculty sponsor.

Typically the report includes the following:

Cover letter-separate from report-anything you want to say to instructor that will NOT be included in body of report.

Body of Report:

I. Executive Summary (1-2 pages)

- A. An executive summary is a synopsis of the overall report, with an outline that conveys the main point of the report. The purpose of the executive summary is to provide an overview of the report so the reader can quickly identify key concepts they should be looking for. The executive summary does not provide detailed information, only an overview. It will introduce the major aspects of the paper.
 - 1) Description of the purpose of the practicum
 - 2) Description of practicum objectives
 - 3) Overview of specific practicum project
 - 4) Description of practicum outcomes

II. Practicum Activities (10-15 pages)

- A. Description of practicum activities (what you did) 3-5 pages
- B. Copies of any products of practicum that help describe the nature of the practicum experience. For example, if student designed brochures, marketing materials, financial reports, developed reports & analyses, photo describing project, etc. The purpose is to show the instructor or other students a practical description of the nature of the practicum. Detail can be put into appendix.
- C. Mechanics
 - 1) Information on your office, who you reported to, what time of the day, how many hours, etc.

III. Conclusion (1-2 page/s)

- A. Summary of what you learned.
- B. Reiterate how the internship has enhanced your knowledge and how you feel it will benefit your future career.
- C. Suggestions on how to make it a better experience-if you had to do it over.

IV. Finished Product

- A. 15-25 pages, narrative section only 8-10 pages.
- B. Appendix
 - 1) Appendix material must be referred to within the body of the paper.
 - 2) Attach any charts, graphs, examples of work that might demonstrate what you accomplished during the internship.
 - 3) Any material included for description-brochures, reports, etc.
 - 4) Letter from supervisor describing your performance.