Eastern Illinois University
Mathematics and Computer Science Internship
Guidelines for Final Report

The purpose of the final report is to provide the coordinator with an appreciation of the experience you have gained and the knowledge you have acquired during your internship. In the process, you will be forced to look critically and your own performance and should gain some insight into how you feel about this internship and about your future in the profession.

Although we don't have the opportunity to stress this as much as we should during the school year, communication skills are extremely important in most jobs and especially so in the kind of support and development positions that most of you will eventually hold. With this in mind, you should spend a considerable amount of time on this report. It should be carefully organized and written. You should revise it to remove as many errors as you can and it should be appropriately printed. In the end, you want the report to be a fair and accurate representation of your experience *and* a document which you can be proud to submit.

The report should describe, in some (but not laborious) detail, the projects on which you worked and the results of your efforts. Remember that you are writing this for someone who is generally knowledgeable in the field but who may not know the particular details of a given project or environment. You should also focus on what skills you acquired during this time, on those parts of the curriculum at Eastern that were of value to you, and on those things you wish that you had known before starting this internship. You should conclude with your own evaluation of your performance and of the internship as a learning experience. In the end, was this a valuable experience for you and would you recommend it to future interns?

Before you hand in your report to the coordinator here at Eastern, you should ask your on-site supervisor to look it over. Weigh carefully the feedback you get and incorporate as much of it as possible in your final version.

The report should be 5–10 pages in length and should be mailed or delivered to the coordinator around the time you finish your internship. The internship is graded on a credit/no-credit basis. Your grade will be determined by the quality of your report, by the separate report submitted by your supervisor, and by the observations of the coordinator throughout the internship. If all this is not finished by the time grades are to be submitted (and this is often the case in summer internships) you may receive an incomplete for the course. Rest assured that this will be removed and replaced with the appropriate grade as soon as all the reports are in and evaluated.