



Concrete Industry Management, CSU, Chico
Final Report and Weekly Journal

The final report is your opportunity to describe your internship, explain the importance of your accomplishments, and reflect on the overall internship experience. The report will be divided into three distinct parts:

Section I:	<i>Description of the Internship Experience</i>
Section II:	<i>Weekly Journal</i>
Appendix A:	<i>Internship Forms</i>

The main body of the final report will include Sections I and II. Section I should be approximately 2 to 3 pages in length. Section II will contain a copy of your weekly journals. Appendix A will contain copies of completed internship evaluation forms.

General Requirements: The report should begin with a title page containing the following information:

- Concrete Industry Management Internship Program, CSU, Chico
- your name*
- time period of your internship*
- name of the company*

Following the title page, provide a table of contents for the entire report, including appendices. Each page of the report should have a page number with the exception of the title page and the table of contents. The entire report should be logically organized with clear transitions between subjects. Inserted photos or figures should be titled and referred to as such in the text. Use headings and subheadings to organize the report, if necessary.

The report should be written using Times New Roman at 12 points. The lines should be double-spaced. Use a 1-inch margin on all edges with the page numbers at the bottom right corner with ½" margins from the bottom edge. The report should be stapled in the upper left corner.

You should submit one complete copy of your *Final Report and Portfolio* to CIM Faculty Internship Coordinator by the appropriate deadline:

- For Full-Time Internships: Deadline is 5:00 pm on Friday of the second week of the semester you are enrolled in CIMT 389 (e.g., for summer internships, the second week of the following fall semester).

You may submit an electronic copy as well, following the above format.

Section I Description of the Internship: This part of the report should include a description of the work you completed during your internship and a discussion of the relevancy or importance of this work with respect to the field of concrete. Additionally you should address those aspects of the internship experience related to the development of your skills and the effectiveness and usefulness of the internship.

Organize this section of the report into the following subsections.

Introduction

The introduction should provide background information needed to understand your internship duties. This can include:

- Your background in the concrete industry.
- Overview of the tasks you performed as part of your internship.
- Overview of the company for which you worked.

Discussion

In this section you should:

- Address the goals you outlined in your *Petition Form*. Did you meet your objectives?
- Reflect on your career goals and what impact the internship program has had.
- Discuss skills you developed during the internship that you do not feel you could learn in the classroom.
- Outline what skills you brought to the internship that you developed in your courses.
- Discuss the implications of when in your academic career you completed the internship, was it too early, too late, or appropriately timed? Will it affect how you approach your remaining coursework?

Conclusions

In this section you should discuss your future plans based on your internship experience.

Bibliography

Any reference material used to generate the report must be listed in the bibliography.

Section II Weekly Journal: Section II is a weekly journal of your daily or weekly tasks. You could also include work samples or pictures. This is the record of your time on your internship.

Appendix B Internship Forms: Attach copies of the following completed evaluation forms:

- *Petition Form*
- *Student Evaluation*