

THIS IS ONLY A GUIDE. THE FORMAT OF YOUR REPORT SHOULD BE AGREED ON BY YOU AND YOUR FACULTY SPONSOR

**A GUIDE TO THE WRITTEN REPORT
Internship Program
College of Business/Texas A&M University-Corpus Christi**

I. TITLE PAGE (1 page)

- A. Project title
- B. Employer's name
- C. Your name
- D. Date you are handing in the written report
- E. Your major
- F. Faculty sponsor who reviewed your proposal

II. EXECUTIVE SUMMARY (1 page)

- A Paragraph stating the scope of your project
- B. Paragraph stating problems encountered while working on the project, any surprising findings, results, and any significant outcomes.
- C. Paragraph summarizing your conclusions after having completed the project, and any recommendations to the firm as to actions to be taken, if any, as a result of your efforts.

III. TABLE OF CONTENTS (1 page)

IV. BRIEF DESCRIPTION OF THE COMPANY (1 page)

- Include some information about the job setting and your general responsibilities.

V. PROJECT (maximum 10 pages)

- A. Define the project, including your assumptions, the focus, and criteria you will incorporate.
- B. Describe how the project was conceived.
- C. Define your initial hypothesis (e.g., what you think the outcome of the analysis will show).
- D. Identify the methods you used to gather information.
- E. Summarize the information/data that you gathered.
- F. Describe your conclusions and recommendations to your employer.
- G. Identify additional areas you, or those who follow you, could do to enhance the project.
- H. List the contribution(s) you think this project has made to the employer. Include a simple cost/benefit analysis (net dollar impact of your contribution to the organization), efficiencies gained, time savings, better relations with various constituencies, or any combination of any of these.

VI. CONNECTION TO ACADEMIC WORK (1 page)

- Identify those courses, or course content, that contributed to your project, and explain how your academic work has helped or hindered your successful completion of the project.

VII. REFERENCES (1 page)

- Coordinate with your faculty sponsor the list of references, including people, if any, you consulted who provided information for your project, with full title, address, phone, and a brief note describing their connection to the project.

VIII. PROPOSAL

- Include a copy of your approved proposal, with faculty comments.

Appearance, Style And Format A. Include charts, graphs, spreadsheets, tables, pictures, and any visual support material created by you, and attempt to incorporate them along with the flow of your text, rather than in an appendix.

B. Include only those printed original documents, forms, brochures, etc. of the organization that are essential to furthering your case.

C. Page numbers should be on all pages, footnotes or endnotes where appropriate, and headers, to include paper titles and your name.

D. Your report should be word processed, properly bound and professional in appearance. Please do not place the pages in plastic covers and do not place in large binders or notebooks.

Logistics A. The written report is due on or before the date of your oral presentation. The report itself will be filed in your portfolio in the internship office.

B. You are encouraged to make a full report of your project to your employer, including presenting a copy of the written report.