

Report Topics

Report Topics for 15 Weekly Reports

PLEASE NOTE: Save your report files in the following format (no spaces) – **LastnameWeek# (e.g., SmithWeek1)** and email them into your internship advisor AND cc: cobinternship@montana.edu weekly. (Make certain you indicated the correct week in your file name. In addition, be sure you include your name, date and the week number at the top of each typed report.)

Each weekly report must be at least **one single-spaced page in length** and must address the question(s) or topic(s) listed in the following pages.

Start Date:		End Date:		Number of Weeks:	
Date Report Due	Report Week	Topic			
	Week1	Planning is crucial for any manager. Develop a “Plan of Action” for your internship based on your Learning Contract. List specific goals and a timetable so that you can finish your internship project in a timely fashion. You should use this “Plan of Action” throughout the internship. It isn’t set in concrete, so if you have to change a date or your plans, that’s OK. If you start changing too much, however, it probably means that your planning was inadequate in the first place. At the completion of this assignment, reflect on what you have learned about planning by doing this evaluation.			
	Week2	(1/2 pg. min. for each of the following) 1. What is your overall impression of this week? 2. What were the most important experiences, positive or negative, you had during this week?			
	Week3	Frequently we learn by observing others. Observe your supervisor this week. 1. What does s/he do that is particularly effective? Ineffective? 2. Have these observations had an impact on your approach to supervising people? Explain.			
	Week4	Observe the culture and structure of your organization. Reflect and report on: 1. Culture a) dominant values; b) rituals, ceremonies, stories, heroes, myths; c) “unspoken” codes of behavior; d) rules and roles. 2. Organization a) How does your section of the organization fit into the total organization? (Find or create an organizational chart for your organization.) b) How long has your organization and your section been in existence? c) How large is your organization and your section of it? d) What kind of financial resources does your section of the organization have? e) What are the backgrounds (e.g., race, sex, education) and job responsibilities of the people with whom you will be working? What do these people do? How do they dress? Act? Talk? f) Are there any recent changes that your organization and section are responding to (e.g., new leadership, loss of income)? g) Who are the clients/customers of your organization? Are they visible? What do they look like? What do they act like?			

Email Weekly Reports and Final Report to you Internship Advisor and copy cobinternship@montana.edu

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	Week5	<p>(Write at least one paragraph for each of the following.)</p> <ol style="list-style-type: none"> 1. How successful have you been so far in keeping on schedule and in meeting your goals as set forth in your "Plan of Action"? 2. What are your goals for next week? 3. Do you have any problems or concerns? Can your faculty advisor be of some help?
	Week6	<p>(Write at least one paragraph for each of the following.)</p> <ol style="list-style-type: none"> 1. As you reflect on your internship so far, what courses that you have taken at MSU have been the most helpful? Why? 2. What seems to have been lacking in your education so far at MSU? How can you address this gap? 3. What recommendations can you make to the JJCBE regarding improving the curriculum to address your concerns in #2 above?
	Week7	<p>Choose a critical incident that took place this week. (Remember, "critical" means having strong impact on you in terms of your objectives.) Reflect and report on the following:</p> <ol style="list-style-type: none"> 1. Identify the event or occurrence with as much specificity as possible (i.e., the problem to be solved, issues involved, etc.). 2. Describe the relevant details and circumstances surrounding the event so that you and any possible readers will understand what happened. (What? When? How? Why? Where?) 3. Describe the people involved and their relationship to you and to each other. (Who?) 4. Describe your role in the situation—what you did, how you acted. 5. Analyze the incident. How well or badly did you understand the situation? How did you handle it? What would you do differently next time? Why? 6. Analyze this incident in terms of its impact on you and explain why you view it as "critical." How does it relate to your learning objective(s)? What have you learned from the experience? How has your perspective been changed and/or reinforced? Where do you go from here?
	Week8	<p>Reading business-related magazines or newspaper articles is a necessary component of your business education. Find an interesting business-related article, read it, and briefly summarize it.</p> <ol style="list-style-type: none"> 1. What did you learn from the article? 2. Can any of this learning be applied to your internship project?
	Week9	<ol style="list-style-type: none"> 1. Make a list of all the benefits to you because of this internship experience. 2. Outline a 30-minute presentation you could give to potential interns at the JJCBE (that is, students who are still just considering internships and need to be persuaded of their value).
	Week10	<p>Interview your internship supervisor to solicit his/her opinions regarding the value of internships for new grad hires. List the questions you asked them and then, in report form, compile the responses.</p>
	Week11	<p>Evaluate the internal environment of your organization. Consider and report on:</p> <ol style="list-style-type: none"> 1. People: Who works in your organization? What are their qualifications for the job? What are their approximate salary ranges? Do people seem content or not? Why? 2. Structure: Who has authority and/or influence over whom? Why? How? 3. Decision Making: What are the major decision-making structures and bodies in your organization? How autocratic or democratic is it? How well does it function?

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		<ol style="list-style-type: none"> Leadership: Who are the leaders in your organization? Who makes things happen? Are these people also the bosses? Or, is there a particular secretary or clerk who seems awfully powerful to you? Why? How is s/he influential? Processing of information: How is information processed in your organization? How do people find out what they need to know in order to make decisions? Funding/budget: Where does the money come from to operate your organization? Look at some operating budgets for your unit or for the organization as a whole. Do you understand them? If not, get someone to help you. What are the financial needs of your organization? The outlook? Your supervisor: What motivates him/her? What is he/she aiming for? What sort of supervisory style does he/she use with you? With other workers?
	Week12	<ol style="list-style-type: none"> Write a “résumé” description of your internship. This should be a short paragraph that you can add to your résumé. Emphasize your accomplishments using action verbs. This is your chance to show potential employers that you have had some significant work experience. Look ahead to the final report. Have you been attempting to apply the concepts and models you learned in your business courses during your internship? Have they worked? Why or why not? Solicit your supervisor’s evaluation (use the attached Work Supervisor’s Evaluation and have your supervisor send it directly to the address at the bottom of the form).
	Week13	<ol style="list-style-type: none"> Write an outline of your final report. Focus on learning through applying concepts from your business courses! Do you have any suggestions for making this a better program for future interns?
	Week14	<p>Self-evaluate your performance during this internship.</p> <ol style="list-style-type: none"> For each objective you had, write an evaluation describing the aspects of your internship that relate to that objective and the progress you made toward it. Now that you have evaluated your experience in this way, make an appointment with your supervisor and share these findings with him/her. Find out where he/she agrees with you and where you two have differences. Do the same thing with another intern or co-worker who could observe your work. Take their reactions and think about them. Do their views about your progress change yours in any way?
	Week15	<ol style="list-style-type: none"> Confirm that your supervisor has completed and sent the Work Supervisor’s Evaluation to the JJCBE. Ask for a copy. Do you agree with your supervisor’s evaluation of your performance? If not, please elaborate. As an intern, you have had access to information and people who may not be available to you at any other time. You have had the opportunity to observe and discover new developments in a particular field, initiate your own research into a new direction or test established academic theories. You have had access to people in different occupations to whom you can talk and from whom you can learn. Take this chance to explore and consider diverse careers and organizations. Check out careers in related fields and variations on your old career choices. A professional career in this field may have lost its appeal; but after a little research, you may find out that a different major can fit very nicely into your career plans. Your attitudes, interests and goals are all subject to change as you experience your internship. You will become better prepared to make the important career decisions in your life if you use this opportunity to explore your feelings and inclinations, as well as the opportunities and occupations that exist out in the world. Remember, everyone knows you are on an

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		<p>internship to learn as well as to work. Don't be shy about talking to people about anything. If you are up on your work, ask your supervisor for an hour or two off so you can go across town, observe, and talk to another intern or worker in a different setting. This is your best and perhaps only chance to find out!</p> <p>4. Record the results of such research. Include your decisions regarding the career you have chosen to pursue...and why.</p>
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The purpose of the final report is to help you review all you have experienced and learned in your internship, and to reflect upon how this learning relates to your academic studies and your career interests.

	FinalRpt	<p>Review all of your weekly reports, talk with your supervisor and faculty internship advisor, and write about:</p> <ol style="list-style-type: none"> 1. What three (or more) specific business skills, concepts, models, etc. have you learned from your internship? These might range from a specific IT application to a particular "soft" skill such as negotiation. Give examples of how you have learned these skills, concepts, etc. 2. What was your greatest accomplishment during your internship? 3. Did you achieve your Learning Goals? If not, what prevented you from doing so? 4. What surprises you about what you have learned from your internship? 5. How is what you have learned at your internship consistent or inconsistent with what you have learned in the classroom? 6. What have you learned about your own personal and professional strengths, weaknesses, and interests? 7. What is your plan for improving upon your weaknesses? 8. How has this internship affected your future career plans?
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Your Final Report should be as long as is necessary to demonstrate true learning from your internship, but at least **10 pages double-spaced. It is due by 5:00 p.m. the Monday of finals week, or, if you are doing your internship in the summer, by 3:00 p.m. on the last Monday of summer session.**