

Comm 197 Final Paper Guidelines

As part of your internship agreement for Comm 197, you are required to submit a five-page paper chronicling your internship. You will not be issued a grade (P/NP) for the course if you do not submit your completed written assignment at the culmination of your experience.

***Comm 197 final papers are due on Gauchospace by 11:59PM Pacific Time
on the last instructional day of the quarter.***

Consider these guidelines as a starting point for your paper. You will likely have much more to discuss than what is outlined here. This is an informal paper that should be directed to other potential interns at this company.

Your paper should address the following:

1. State the name of the company, the name of your supervisor, their position, phone number, and department.
2. How did you find out about this internship opportunity? Did you call, write, and/or go for a personal interview?
3. How did you negotiate the terms of the internship agreement? Was a description of the duties and hours provided?
4. What time period did your internship cover? How many hours did you spend on it? What skills did you bring to the job? What skills did you acquire?
5. What happened on the first day? Did you get a tour, introductions, and explanations?
6. What were the positive aspects of the internship? Any negative aspects? Describe.
7. What was your overall impression of the job, the people, the company? Would you recommend this internship to another Communication major? Why or why not?

REMINDER: In addition to submitting your five page paper to Gauchospace, your supervisor must also submit a form to the Internship Coordinator verifying the amount of time and type of work that you performed. Refer to the Comm 197 guidelines for additional information.