BUS 430 Final Report Requirements

This Internship/Co-op credit course demands the same academic standards as all OCOB courses. You are expected to adhere to the following guidelines in the completion of your final report. Please do not include heavy report covers or binders. The following items are expected to be incorporated into your final report:

- An unnumbered title page including the following information in the order listed:
  - INTERNSHIP/CO-OP FINAL REPORT
  - Full Name
  - Empl ID
  - Major/Concentration
  - Employer
  - Supervisor’s Name
  - Work Assignment Quarter(s)
  - Date Submitted
  - In partial fulfillment of requirements for: BUS 430

- Briefly outline your activities during the entire internship/co-op.
- Summarize the ways those activities relate to your academic program using course concepts from your previous courses. (*This section should be at least one page in length.*)
- Discuss any problems you encountered and how you handled/resolved those problems.
- Discuss how this experience has helped clarify your career goals.
- Explain what you would do differently if you had it to do over again.
- In considering your total experience, what activity or responsibility was the most rewarding or valuable? Which was least rewarding or valuable?
- Would you recommend your employer to another student? Why or why not?
- Do you feel that the Internship/Co-op provided you with experiences beneficial to your overall education program?
- Indicate the letter grade (A-F) you feel which, in your opinion, best provides an overall evaluation of your performance in this internship.