Orfalea College of Business Co-op/Internship Final Report

You must send your Final Report to the OCOB Advising Center at the conclusion of your work assignment. One Final Report is due at the end of your work assignment regardless of the number of quarters of your placement. Acceptable papers are usually no shorter than five typed double-spaced pages, and meet the usual college standards for spelling, punctuation, and grammar. Make sure you keep a copy of this report yourself.

Submit report to the Advising Center by the date indicated on your contract. Summer quarter is included as a regular working quarter. The advising center will send a message to your Cal Poly email indicating receipt of your report. If you do not receive this message within 10 days of sending your report, you should assume that the report was not received and contact the Advising Center. Reports will be accepted up to 8 weeks after your due date (with appropriate late points assigned). Reports will not be accepted after that time.

Five percent of the final report points will be deducted for each week (or fraction thereof) that this paper is late. Please check to make sure both your Final Report and your Employer's Report have been received. Then, check Mustang Info every two weeks until your grade is changed and call the Advising Center if there is an unreasonable delay. It is your responsibility to make sure the process is completed!

If you do not follow the above steps, you will likely earn a “no credit” for your Internship/Co-op. These Internship/Co-op classes demand the same academic standards as any other business class. Please adhere to the following guidelines to complete your final report.
Please do NOT include heavy report covers or binders. Incorporate the following items into your report:

- An unnumbered title page including the following information in the order listed:

  Report Title
  INTERNSHIP/CO-OP FINAL REPORT
  Your Name
  EMPL ID
  Major
  Employer
  Supervisor’s Name
  Work Assignment Quarters
  Date Submitted
  In partial fulfillment of requirements for:
  (Course Number)

- Briefly outline your activities during the entire Internship/Co-op.
- Summarize the way those experiences relate to your academic program using course concepts from your business classes (you may use information from your Progress Reports to assist you). This section should be at least one page in length.
- Discuss any problems you have encountered, and the way you solved those problems.
- Explain what you would do differently if you had it to do over again.
- In considering your total Internship/Co-op, what activity or responsibility was most rewarding or valuable? Which was least rewarding?
- Would you recommend your employer to another student considering a Internship/Co-op? Why or why not?
- Do you feel that the Internship/Co-op provided you with experience beneficial to your overall education program?
- Indicate the letter grade (A-F) which, in your opinion, best provides an overall evaluation of your Internship/Co-op.