

Internship Presentation Guidelines

Presentation time: 30minutes

Expectations: be interactive whenever possible; use PowerPoint (or similar presentation programs if installed on or presented from a personal laptop computer, e.g. Keynote, etc.), provide handouts, etc.

Internship Report Format:

- Self introduction
- Why you chose this particular agency/organization for your internship
- **Purpose of your internship:** (your goals & objectives before your left Berrien Springs, MI)
- **Introduction of the organization:** Mission statement and background of the host organization.
- **Project Presentation:** An overview of the project/s you worked on during your internship
- **Methods, Skills, & Technology Used:** Describe the methods, skills, and any new technologies you learned about and/or used to carryout the work or project/s assigned to you.
- **Goals & Objective of Internship:**
 - Did your initial goals and objectives change?
 - **If yes**, how and what determined the change/adjustment
 - **If no**, explain
 - Were your initial goals and objectives achieved?
 - **If yes**, how
 - **If no**, why not
- **Results:** Discuss the overall results of the internship (*intended & unintended consequences*). For example, discussion of new insights into the field; challenges in theoretical versus practical application; observations of organizational functions; the interaction between scientists; how this internship has changed your views of the community development field as well as your chosen professional focus; etc.