

## Internship Presentation Guidelines

The Internship Presentation should be a breakdown of your internship portfolio. Portfolio is to be completed prior to the Internship Presentation. Please follow the **Internship Report Format** for your final presentation. See [Internship Portfolio](#) for more information.

**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
- Explain 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 carry out the work or project/s assigned to you.
- **Goals & Objective of Internship:**
  - Did you achieve the program's following objectives: (1) Application, (2) knowledge, (3) exploration, (4) identification, (5) innovation, (6) engagement, (7) evaluation, (8) demonstration and/or (9) cross-cutting issues.
    - **If yes**, how were these objectives implemented?
    - **If no**, explain 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.