

Mid-semester Internship Report

Your report should be divided into three sections. It can be one-page if you like, but feel free to go longer if you wish.

1. **OVERVIEW:** Give me a brief profile of the organization for which you are working. Include the name of the company, the number of overall employees and in your department, the geographic location and the type of work, product or services it delivers.

From there, move on to the specific division or department in which you are working and relate how it fits into the organization as a whole.

2. **JOB DESCRIPTION:** Describe your duties and responsibilities in this internship. Talk about how your role fits into the company. Is this internship in-person, remote or a combination?
3. **EVALUATION:** Take a long, hard look at your internship experience so far and relate the good and the bad. All interns are asked to perform menial tasks, but you should also feel that you're learning by either hands-on tasks, observation or a combination of the two. Make constructive comments about the use and/or misuse of your time and capabilities. Please raise a red flag if there's an issue I need to address with the employer.

Include your feelings about the internship program in general, and your internship in particular. Is it fulfilling your expectations or falling short? What is it doing or not doing for you? What could be improved to enhance your experience? What would you say to a student who might be interested in an internship there?

Please rate the internship on a scale from 1—5 (best) so I can share your thoughts with prospective interns.

EMAIL to Professor Sheila Sitomer at ssitomer@bu.edu. She will give you ample notice when it is due.