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### Internship Capstone Final Report Guidelines

To gain credit for your senior internship capstone experience, you need to complete a final report of your experience, reviewing what actually happened and evaluating the internship for how you met your learning goals or challenged you in new ways. Your final report should include the sections listed below and can be illustrated with photos. Approximate page lengths for each section are given.

Please prepare a draft and final report by the following: if you are finishing your final report in the Fall semester, your draft report is due on November 1<sup>st</sup> and your final report is due December 1<sup>st</sup>. If you are finishing your final report in the Spring semester, your draft report is due on April 1<sup>st</sup> and your final report is due May 1<sup>st</sup>. These documents should be delivered electronically to your capstone faculty advisor and be in doc/docx format, 12 pt., double-spaced.

Your faculty advisor will submit an evaluation of your report. This evaluation, along with one from your site supervisor, will provide the basis for your capstone internship grade.

Sections of report:

1. Cover - title of paper, your name, date, name of site supervisor, and capstone faculty advisor (1 pg)
2. Table of Contents (1 pg)
3. Introduction (2-3 pp)
  - a) briefly present the plan for your internship experience
  - b) list organizational and personal learning objectives, as stated, and perhaps revised, from your capstone internship proposal
  - c) show links to your ENVS concentration and explain how this is a culminating capstone for your learning in the ENVS major at UVM
4. Background: Field of Study (5-7 pp)

You should be versed in the terms of your field and ready to engage around key concepts as part of your internship experience. In this section draw on coursework readings and lectures, books, peer reviewed articles, popular materials, and web sources to write a cohesive overview of your internship field. (Please see Howe Library guide for guidance <http://researchguides.uvm.edu/envs201>).

You should aim to include material on these themes:

- a) general overview of the relevant environmental fields connected to your internship (1p)
- b) several important concepts or theories related to your work (2-3 pp) (e.g., if working with an organization in environmental planning, you might discuss smart growth, complete streets, economic development, climate adaptation)

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- c) current trends relevant to your internship that are driving the field forward (1-2 pp)
- d) key writers, thinkers, leaders in your field (1 pp)

### 5. Sponsoring organization background information (1-3 pp)

In this section, feel free to paraphrase from the organization's web site or published materials and/or to interview key administrators/people in the organization (1-3 pp).

Please include the following:

- a) location, history, purpose or mission of organization
- b) main programs/activities of organization
- c) governance, structure, and staffing of organization
- d) annual budget and origin of funding of organization

### 7. Methods (2-3 pp)

- a) specific details on tasks, skills, and/or projects accomplished - what did you do?
- b) narrative paragraph describing how you met your 200 hours, e.g., which days of the week did you typically work and for how long, what were the start and end dates of your internship, etc.

### 8. Results (9-12 pp)

#### a) Personal Reflection (3-4 pp)

Spend some time reflecting on how your learning objectives were or were not met and what else you learned in addition. Discuss how this experience served as an interdisciplinary capstone for your major. How did your insights and learning challenge or fit with the theories in your field?

#### b) Contribution to Organization (2-3 pp)

This is a review of your role and contribution with the sponsoring organization, e.g., who you worked with and what you accomplished and how it was supportive of the organization's goals.

#### c) Conflicts and Challenges (3-4 pp)

Where were you tested and how did you respond to difficult situations within the organization or your personal experience? Choose 2-3 ethical or human relations challenges that pushed you to think in new or different ways. Explain how you worked through these challenges and how what you learned will help in future work situations.

### 9. Conclusion (1 pg)

Summarize your report with your key reflections

### 10. Bibliography (1-3 pp)

### 11. Appendices

- a) any written products or visual media you produced or helped to produce - press

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releases, PowerPoint programs, web site material, videos, newspaper articles, surveys, policy briefs, curriculum materials, etc.

b) additional materials developed - brochures, letters, program flyers, etc.

Here is an example of a [capstone internship final report](#).