

Dos and Don'ts for a Successful Internship Paper

1. Please be aware that Professor Ellis will be reading your paper carefully. In addition to the required content, he is also looking for you to deliver: correct grammar, punctuation, appropriate vocabulary, and good paragraph transitions. If the paper is not done correctly and/or professionally, he will absolutely, positively, send your paper back for a rewrite; and you will only get one additional chance. If that rewrite is still not good enough, you WILL NOT RECEIVE CREDIT for the internship.
2. Your paper needs to be ten to twelve pages, double-spaced. The topics that need to be covered are:

A brief description of the company where you did your internship. Talk about its goals, its organization, and where your job/role fit in.

A brief description of what you did on your internship. This should be brief, nor should it read like a diary. Present this description by organizing the tasks you completed into categories, (ex. computer tasks, research, etc.)

The bulk of your paper should focus on two things: What did you see in the company that you believe it does well? These would be things that impressed you positively. They can relate to: processes, procedures, strategies, people, approaches to market segments, pricing tactics, etc.

Do the same then, for what impressed you negatively. What does the company do that you thought was inefficient, made little sense to you, seemed to be a waste of resources, escaped your understanding, etc.?

Last, and not least important: What did you learn? What are the most important value-added lessons you take away from the internship. State at least three! Explain them to the reader in as articulate manner as you can.

3. Be sure to include headings for your paper such as Job Duties, Things I Learned from My Internship, Positive Qualities of the Company, etc. You must also use page numbers in your paper.
4. Don't hand in your first draft. Read over your paper several times!!! Then, definitely have someone else read your paper!!! You should spend a lot of time on your revisions of the first draft. Let some time pass between your first draft of the paper and your second draft. This all means that you will have to start on your paper well before the deadline!

5. Don't use extra words to drag out the length of your paper. Don't use more words than are necessary. Avoid over-using words such as very and exceedingly, and definitely stay away from excessive repetition (of the company name, of your supervisor's name, etc).
6. Be careful with your commas. If you need help with commas, here is a great website.
http://www.wisc.edu/writing/Handbook/CommonErrors_SupComma.html
7. Watch your paragraphs. Each paragraph should contain one developed idea. Each paragraph usually starts with a topic sentence which sets the tone for the paragraph. The rest of the paragraph develops, explores and clarifies the topic sentence. Here is a website that helps with your paragraph development. <http://www.english.uga.edu/writingcenter/writing/outline.html> and <http://www.english.uga.edu/writingcenter/writing/paragraph.html>

BOTTOM LINE: this paper needs to be a professional report, JUST like one you would submit at work in the real world!!!! Be professional in every aspect of it: your preparation, your writing, the sharing of your insight, its presentation, etc.