

# The Internship Report

The internship report should be a full presentation of what you learned and accomplished in your internship. **Your internship report will be approved for presentation first by your advisor, then by the Director of Graduate Studies.** Since the internship proposal, which you wrote earlier, describes what you *hoped* to learn and accomplish in the internship, you should use the proposal as a starting point. You may reproduce some or all of the internship proposal in the internship report, but be sure to adjust the language 1) to reflect the fact that the internship is now over (i.e., use the past rather than the future tense) and 2) to account for any new goals or activities that developed as you completed your internship.

The body of the report should be about 15-20 pages long. You may attach materials in an appendix (reports, memos, etc. that you have produced as part of your internship), but such an appendix should supplement, not replace, the material in the body of the report. In other words, attaching documents does not relieve you of the requirement to explain those documents, and what you learned from producing them, in the body of your report.

Please remember to number your pages!

## Outline of the Internship Report

- I. Title Page: Include your name, the date, the semester you are presenting the report, and a title. For an example of a title page, please see Turabian, *A Manual for Writers*.
- II. Table of Contents: Include page numbers for each section. (Also please remember to separate each section of your paper by a title, set off by a line space above.)
- III. Introduction (1/2-2 pp): You should briefly explain what your internship was, what your goals for the internship were and give a brief overview of the report.
- IV. Review of the Literature (3-5 pp): Your literature review should place your internship in the context of political science research. As a candidate for a graduate degree in political science, we ask you to demonstrate your familiarity with the political science literature that is relevant to your experience, and your ability to evaluate that literature critically, and to apply it in the practical circumstances of your internship.. For example, if you worked for an interest group, you would need to discuss the political science literature on interest groups. If your specific task was to lobby for a particular bill, you would need to focus your attention on the literature on lobbying in addition to

the general literature on interest groups. As you are writing your literature review, the following hints may be of help:

1. Move from the broad to the specific (i.e., move from interest groups in general to interest group lobbying to effectiveness of lobbying efforts)
2. Write about general themes/controversies in the literature.
3. Try not to talk about one author at a time: group by topic, rather than by author
4. Read literature reviews in political science journal articles to get an idea of how they are structured.
5. Include *at least* 7-10 sources in your literature review.

These sources may include those listed in the bibliography of your internship proposal, but you are free to adjust that list to reflect what you have learned from your internship experience.

- V. Description of Internship (3-5 pp): Discuss the goals that you had set out for yourself in your internship, perhaps also including a discussion of how/why those goals changed. Describe precisely what your duties were in your internship, what you did on a daily basis and what some of your specific projects were. Give details. Tell stories about interesting things that happened within your job.
- VI. Analysis of Internship (4-6 pp): This is the heart of your paper. Explain what you learned from your internship. Use your report to answer the following questions:
- Did you achieve your goals? Why or why not?
  - Was the internship different from what you had expected? Explain why.
  - What was unusual/interesting/important about your internship?
  - What did you accomplish?
  - Most importantly, what did you learn from your internship? How does it illustrate what you learned in your literature review? Does the literature apply to your internship? If yes, in what ways? If no, why not?
  - How does your internship relate to your coursework at Suffolk University? This is the capstone of your program. How did it build on what you learned throughout your time here?
- VII. Conclusion (1-2 pp) : Summarize your report and internship. What conclusions do you draw about the effectiveness of doing the particular internship you chose? Evaluate the experience that you had.
- VIII. Bibliography: Use proper form (see Turabian), and list all sources cited in your literature review (as well as elsewhere in your paper). It is expected that your bibliography would include a minimum of 7-10 references.

- IX. Appendices (optional): Include any information from your internship that you think relevant (i.e, reports produced, letters written, schedules, newspaper articles, etc.)

You should work with your advisor throughout the writing process, asking him/her for advice on relevant literature and any other questions that may come up.

When you have completed your report, turn it in to your advisor, who will work with you to edit the report to its final version. When both you and your advisor are satisfied with your work, you will then submit three copies of the report to the graduate director and request a faculty hearing.