

## Guidelines for Completion of Final Report

Directions: To be completed by student submitted or mailed to the University PGM Internship Coordinator, and completed intern evaluation form no later than one week after completion of internship (no later than one week before semester grades are due). (Estimated length 3-5 typed pages)

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Employer's Supervisor: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Internship Dates: \_\_\_\_\_

- A. **SELF-ANALYSIS OF INTERNSHIP EXPERIENCE** – Personal and professional growth, development of competencies, recognition of strengths and weaknesses, suggestions for self-improvement, surfacing of future career interests.
- B. **BENEFITS AND RECOMMENDATION RELATIVE TO EMPLOYER AND EMPLOYER'S SUPERVISOR** – Benefits, recommendations and suggestions to the Employer about the internship experience. Recommendations and suggestions to the Employer's supervisor about the internship experience.
- C. **LESSONS LEARNED** - Recommendations and suggestions to the University, Division of Resort & Hospitality Management about the internship experience.