Internship Oral Report

Topic:
Identify your employer and their major competitors. Describe the business of your employer. Describe the history of your employer. Describe the business environment faced by your employer. Provide a job description (in your own words) for your internship. Identify the person that served as your immediate supervisor and describe their responsibilities with your employer. Describe how you secured your internship position. Describe your initial expectations for your internship and what you actually learned from your internship. Describe the professional benefits that you gained from your internship.

Length:
You should prepare an oral report that is about 8 minutes in length. Presentation score may be substantially reduced if the presentation is longer than 10 minutes.

Venue:
The majority of students completing internship credit in the fall semester will present their oral report to students in AnS 110 or AnS 210. Some students will typically present their oral report to other groups of students. The venue for your presentation should be decided within the first couple of weeks of the semester when you are enrolled in AnS 399A. You are encouraged to invite your advisor as well as your employer (if feasible) to your presentation.

Visuals:
Students presenting oral reports are expected to prepare a Microsoft PowerPoint presentation for inclusion on the internship web page. Some students may be asked to also present a poster for certain presentation venues. Visuals should include text, pictures, publications or other images relevant to your presentation. Students are required to submit an electronic copy of their presentation to the internship coordinator at least 24 hours prior to your presentation. These copies will be added to the internship web site. Students should also bring an electronic copy of their presentation to their oral presentation. The internship coordinator will make sure that a computer and projector are available for the oral presentation unless the student is explicitly notified otherwise.

Mandatory Content:
The first slide of the presentation submitted to the internship coordinator must include:
- Your name
- The name of the company and/or position you filled for your internship
- Location of your internship
- Dates of your internship

Clothing:
You should dress for your oral presentation in casual professional or may be a uniform worn to work. In all cases, clothes should be clean and neat. Casual professional would include slacks or skirt with a matching shirt or blouse. Casual professional does not include shorts, blue jeans or tee shirts.