

ANSC 396 Written Report Guidelines

Directions: Your written report should contain the following sections and information within those sections. This report will be submitted the day you present.

Final Report Grading Information

Technical aspects of company - 45%

This section should describe the workings of the employer and your evaluation of the employer. Describe the general workings of the operation, and your evaluation of their effectiveness.

- Could any procedures or practices be improved or otherwise simplified to improve effectiveness, improve profitability, save time, or otherwise changed?
- Is there any employee training or educational opportunities provided by the employer? Do you think these opportunities, if they existed could be improved?
- Did you observe any innovative or unusual practices that impressed you, negatively, or positively?
- Was there any interest in developing new techniques or practices by the employer to improve their efficiency?
- Describe organizational policies and objectives.
- Describe the relationship between all employees and management.
- Describe daily scheduling and organization and ways that you think they may be improved or altered.
- What did they employer use as measures of success or progress?

Attainment of Internship Objectives – 20%

- Describe the value of your work experience
- Did any ideas you had about this line of work change during your experience?
- Did your confidence increase regarding your abilities in this area?
- Was the internship valuable to you personally? Describe how.
- Would you enjoy full time employment with the company?
- What could you have done to better prepare for the internship?
- Have your future plans been changed by your experience with the internship?

Format and Report Quality – 20%

- Include a title page at the beginning of your report that includes your name, year in school, and internship employer (company name).
- Your report must be double spaced, 1" margins, 12 pt. font
- Page length will vary – be sure to cover all the following information in your report. It *should* take you at least 3 pages to cover all the required information.
- Proper sentence structure, grammar, spelling, and formatting are important.

Operation Information – 15%

- Background sketch of organization
 - Location
 - Nature of business (for example, products, services, markets, farm or ranching business, or Research Extension Center)
 - Resources such as land, equipment, personnel, capital
- Your place in the business
 - Your specific tasks, duties, your supervisor
 - Routine (typical daily activities)