Internship Public Presentation Guidelines

Where and When?

Students completing internship credit in the fall semester will either present their oral report to students in Animal Science Orientation (ANSC 150), Introduction to the Veterinary Profession (VETS 150) or during an internship poster event organized by the Department of Animal Sciences. You are encouraged to invite your advisor and your employer, if feasible, to your presentation.

Students enrolled for internship credit during the spring semester will present their internship in the form of a PowerPoint presentation to students and faculty in the department. Dates and times will be determined at the beginning of the semester.

What?

Students will prepare their presentation in a poster format or as a PowerPoint presentation, depending on internship enrollment numbers that semester. You will be instructed which form of presentation you will be doing by the internship coordinator. Both the poster and PowerPoint presentation should include:

1. Title

2. Introduction:
   a. Your name and internship position
   b. Company name and internship location
   c. Internship dates
   d. Describe how you secured your internship position

3. Identify your employer, their business and history
   a. Identify your supervisor and describe their responsibilities

4. Provide your job description (in your own words)
   a. Describe skills, performance and interpersonal (i.e., observing, speaking, listening) needed
   b. Main tasks and duties performed

5. Describe your expectations and what you actually learned
   a. Describe communication between you and your boss
   b. Describe skills learned and enjoyable experiences
   c. Describe a situation or challenge you encountered

6. Describe professional benefits of internship
   a. Has the internship affected your career goals (positive or negative)?

7. Include pictures from your internship
**Poster Guidelines:**


**Dimensions:** **35” x 35”**

**Cost:** The cost for printing your poster is $25-$30 depending on printing venue.

**Where to print:**

1. IT help desk: Quentin Burdick Building room 150.
   *They only accept payment in the form of Bison Bucks on your student ID.*

2. Memorial Union Copy Shop

3. Any printing venue off campus, as long as dimensions and criteria are met

*Students are **required to submit an electronic copy of their poster or presentation** to the internship coordinator for posting on our internship web page.*

**Attire:**

Dress will be casual professional (slacks and shirt or skirt and blouse) or a uniform worn to work. In all cases, clothes should be clean and neat. **Casual professional does not include shorts, blue jeans or tee shirts.**