

Addendum to AGEC 3700 Course Syllabus

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Weekly Reports

The purpose of the weekly report is to document your activities and experiences during your internship. Each week you are expected to write a brief statement which summarizes your experiences in the following areas:

- I. Personnel (e.g., meetings with new employees, contact with management, etc.).
- II. Operations of the organization (e.g., hours worked in different department, functions performed, new procedures and/or equipment used, tours, etc.):
- III. Customers, clients, etc. (type of contact, reason, etc.):
- IV. Other significant events during the week:
- V. Overall impression of the week's activities:

These reports will be graded according to their thoroughness, content, and composition. A copy of the weekly report should be mailed directly to me and must be postmarked by Monday of the following week. My address is on the syllabus. Reports post marked after the relevant Monday will be discounted a letter grade. The reports need not be typed, but must be legible.

Overview Report

This should be a written report on your employer and the industry with which it is associated. Your report should include: 1) information about the type of firm or organization; 2) a brief description of the products or services your firm provides; 3) information about the firm's size, i.e., number of employees, market share, etc.; 4) the firm's organizational structure; and any other information you deem appropriate. You should be able to gather most of this information from individuals within the organization.

Like the weekly reports, this paper will be graded according to its thoroughness, content and composition. Your overview report must be postmarked by the first Friday of the term in which you are doing your internship. It must be typed and should be 2 to 3 pages, doubled-spaced.

Comprehensive Reports

Comprehensive reports should combine information from the overview report with information from your weekly reports to summarize your internship experience and answer the question you posed in your prospectus. Be sure to address your learning objectives in this report.

As before, this paper will be graded according to its thoroughness, content, and composition. This report must be post marked by the day before Final Examinations start in the term in which you are doing your internship in order to receive a grade for the internship. * It must be typed and should be 3 to 5 pages, double-spaced.

Note: If you must take an incomplete because your internship extends into or beyond finals, then your comprehensive report must be postmarked 1 week from the last day of employment. Otherwise, the grade for that paper will be discounted one letter grade.