

*Department of Civil Engineering, CSU, Chico*  
**CSUC/American Public Works Association Internship Program**  
**Final Report and Portfolio**

The final report is your opportunity to describe your project, explain the importance of your accomplishments, and reflect on the overall internship experience. The report will be divided into four distinct parts:

Section I:	<i>Description of the Project</i>
Section II:	<i>Description of the Internship Experience</i>
Appendix A:	<i>Portfolio of Sample Work</i>
Appendix B:	<i>Internship Forms</i>

The main body of the final report will include Sections I and II and should be five to ten pages in length. Appendix A will contain actual samples of your work completed during the internship. Appendix B will contain copies of completed internship evaluation forms.

**General Requirements:** The report should begin with a title page containing the following information:

- American Public Works Association Internship Program
- Department of Civil Engineering, CSU, Chico
- your name*
- time period of your internship*
- name of the project you completed*
- Project completed for: *name of the company*

Following the title page, provide a table of contents for the entire report, including appendices. Each page of the report should have a page number with the exception of the title page and the table of contents. The entire report should be logically organized with clear transitions between subjects. Inserted photos or figures should be titled and referred to as such in the text. Use headings and subheadings to organize the report.

The report should be written using Times New Roman at 12 points. The lines should be double-spaced. Use a 1-inch margin on all edges with the page numbers at the bottom right corner with ½" margins from the bottom edge. The report should be stapled in the upper left corner.

You should submit one complete copy of your *Final Report and Portfolio* to your internship advisor by 5:00 pm on Friday of the second week of the Fall semester following your internship.

**Section I Description of the Project:** This part of the report should include a description of the work you completed during your internship and a discussion of the relevancy or importance of this work. Some ideas that could be incorporated into the subsections below include the following:

- If your project included developing a new method, engineering approach or product, what is the purpose of this new method? Why is a new method necessary? What are the implications of this method to the engineering community?

- If the project required you to work with an existing engineering approach, what is the history and development of this engineering practice?
- What are the social impacts of the project you worked on?
- What historical background affects your project?
- Consider, in-depth, the management strategies of the company and discuss implications on office productivity and the ability of the office to grow and adapt.

Organize this section of the report into the following subsections.

### ***Introduction***

The introduction should provide background information needed to understand your internship project. This can include:

- The purpose of the project and the nature of the problem being addressed.
- The historical background of the project, including any social implications.
- The scope of the project and any limitations.

### ***Discussion***

In the discussion you should describe your project in detail and outline how you contributed to the completion of the project. This section should also include:

- The technical background of the project, including whether you used conventional or new approaches.
- Acknowledgement of assistance from persons or organizations.

### ***Conclusions***

This section you should discuss the actual outcomes of your project and your evaluation of the project.

### ***Bibliography***

Any reference material used to generate the report must be listed in the bibliography.

**Section II Description of the Internship Experience:** Section II is a description of your internship experience with respect to the development of your skills and the effectiveness and usefulness of the internship. In this section you should:

- Expand on your numerical ratings in your *Student Evaluation* form.
- Address the goals you outlined in your *Initial Report* and *Progress Report* forms.
- Reflect on your career goals and what impact the internship program has had.
- Discuss skills you developed during the internship that you don't feel you could learn in the classroom.
- Outline what skills you brought to the internship that you developed in your courses.
- Discuss the implications of when in your academic career you completed the internship. Was it too early or too late or appropriately timed? Will it affect how you approach your remaining coursework?

**Appendix A Portfolio of Sample Work:** This section should contain support material that cannot easily be incorporated into the main body of the report, including CAD drawings as applicable. Where possible, include photos or figures into the report using text wrap functions. To facilitate

the clarity of your report, all items in the appendix should be labeled and ordered with the same title and in the same order as they are referred to in the body of the report. In addition, each item should be identified in the table of contents under “Appendices.”

**Appendix B Internship Forms:** Attach copies of the following completed evaluation forms:

- *Initial Report*
- *Progress Report*
- *Student Evaluation*