**Public Affairs Internship**

***Student Final Report Format***

1. Introduction (1-2 paragraphs) explaining:
   1. Name and nature of organization
   2. Typical weekly work schedule
   3. Narrative description of tasks
2. Assessment of accomplishments (1-2 pages):
   1. Strengths of your performance on job
   2. Particular challenges or areas of improvement of your performance
3. Evaluation of internship learning in context of the PUBA major (1-3 pages).

Below are some questions for your consideration:

-Which academic concepts and theories did you reference or apply throughout the course of the internship? How did those concepts or theories enhance your “real world” learning in the internship?

-How did the internship allow you to practice or enhance administrative skills and competencies that you are learning in the BPA program? In what skill areas do you feel you still need improvement?

- What did you learn about organizational culture from working in this organization? Did you experience any challenges from working in this organizational environment, and if so, how did you address the challenges?

- Did the internship clarify this field as an area of future professional interest and development? Alternatively, based on the experience, will you choose not to pursue this professional field? Please explain your response.

- How did your experience in the internship further your knowledge and understanding of social justice in professional practice (you can reference the internship work itself or the academic deliverable you submitted to your faculty advisor)?

*Your report should be typed (12-point font), double-spaced, and free of grammar, spelling, and punctuation errors. Please email to the Internship faculty coordinator: elbertn@seattleu.edu.*