

Post-Completion Internship Requirements -- Summer 2022

What's next after you finish your internship?

There are three things that need to be completed once your internship has ended to meet the internship requirement. Please note that if you are doing two internships and these hours are going toward the 320-hour requirement, you need to do a Completion Form, Report, and PowerPoint for *each internship*. Submission of the Report and PowerPoint will be through Box. Stay tuned for more information that will be sent via email.

1- Internship Completion Form

For summer interns, the Internship Completion Form is due on September 23, 2022. For students interning throughout the year, this must be submitted when the internship is completed. [The link to the 2022 Internship Completion Form can be found here](#). The Internship Completion Form ensures that the school gets corrections to any internship/contact information and that we are aware that the degree requirement has been met.

2- Internship Report

For summer interns, the Internship Report is due on September 23, 2022. For students interning throughout the year, this must be submitted when the internship is completed. The Internship Report ensures that we have a detailed record of your experience, that future students can benefit from the information you share, and that internship funders and providers can learn in detail about what the internship experience means to students at Friedman. The reports should be no more than 3 pages and should include the following:

- An overview of the internship organization/company
- The role of the intern and their project/work/deliverables
- Skills used and any new skills gained
- What was learned: challenges and opportunities
- Advice for future interns

3- Internship PowerPoint

For summer interns, the Internship PowerPoint is due on September 23, 2022. For students interning throughout the year, this must be submitted when the internship is completed. Following a similar structure as the internship report, students will put together a 6-slide PowerPoint highlighting their experience. These will be made available via Box (requires a UTLN and password to access). Students are encouraged to include photos, images, screenshots, etc.

- SLIDE 1: Your name, academic program, internship organization name, year (2022)
- SLIDE 2: An overview of the internship organization/company
- SLIDE 3: The role of the intern and their project/work/deliverables
- SLIDE 4: Skills used and any new skills gained
- SLIDE 5: What was learned: challenges and opportunities
- SLIDE 6: Advice for future interns