

INTERNSHIP COMPLETION REPORT

Name (print): _____ Semester: _____
Internship Provider: _____ Supervisor: _____
Faculty Coordinator: _____ Total Hours Logged: _____

NOTE: This Internship Completion Report, Final Monthly Log Sheet, and a copy of the Thank You Note sent to your internship provider are to be submitted to the Internship Coordinator by 4:00 p.m. on the last day of classes (not the last day of finals). Failure to meet this deadline will result in an "F" for a grade.

1. Briefly describe the company for which you worked.
2. Describe the Department or Division in which you worked (if applicable).
3. Describe your direct supervisor (background, title, and responsibilities).
4. Describe in brief your primary responsibilities and/or the work you performed.
5. Briefly explain your supervisor's attitude toward you as an intern.
6. Was your supervisor accessible to answer your questions?
7. Did your supervisor provide meaningful feedback and assessment of your work?
8. Were you involved in meaningful activities of the company?
9. What are some of the major things you learned during your internship?
10. What Recording Industry courses were beneficial for this internship?

11. What courses outside your major were particularly helpful?
12. Did you feel adequately prepared for your internship? If not, what would have prepared you better?
13. Will you continue to work with your internship company? If so in what capacity?
14. What is your greatest criticism of your internship employer, supervisor, and/or opportunity?
15. What was the best benefit of your internship employer, supervisor, and/or opportunity?
16. Would you recommend this internship to other students? Yes No
17. Do you want this report to remain confidential? Yes No
18. Please provide any additional comments or opinions regarding your internship.

FAX: 615-527-0274

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