



## **UST 490 Undergraduate Internship Program Final Paper Requirements**

A final paper is due the last day of classes in the semester during which you are enrolled in UST 490. Please refer to the syllabus for other course requirements.

The paper should relate your prior coursework to the internship experience and what was accomplished in terms of the goals set in the Learning Contract and Educational Plan.

The paper must be 5-8 pages, typed (double-spaced), and should address each of the following components:

1. A brief description of the organization, including all major organizational activities (not just those with which you were involved).
2. Discuss how prior coursework was relevant to your experience as an intern. What specific course content was beneficial to you in the internship?
3. A description of the projects that you worked on and your specific activities on those projects.
4. Any information about specific outcomes of your project or how the organization has put your internship work products to use.

For example, if you worked on implementing a lead screening program, an outcome would be the number of children interviewed, the number screened, and the number who had high lead levels. If the organization then worked on remediation of these conditions, even if you were not involved, this should be noted since it is an outcome of your efforts. Or, if you created a database of local businesses and someone else in the organization later created a directory that was distributed in the neighborhood, this would be an example of how the organization used your work to meet their organizational goals.

5. How your experience increased your knowledge about neighborhood development, urban affairs, environmental issues, public safety management, organizational leadership, or nonprofit organizations.
6. Based on your internship experience, would you consider seeking employment in the field in which the internship organization is involved?

7. Were knowledge or skills needed for the internship that you did not possess, or any courses that should be offered to better enable students to fulfill work requirements?
8. Reflect on your Learning Contract and Educational Plan; discuss how successful you were in achieving your goals and what helped and hindered your ability to meet them.
9. Do you have any suggestions on how the internship program could be improved?

Your paper should be submitted to your UST 490 Instructor or the Levin College Office of Student Services. If you are participating in the Urban Development Internship Program, please also submit a copy to Phil Star.