

3.4 INTERNSHIP PRESENTATION GUIDELINES

Only used when you have **met all** the requirements to complete your internship. The Internship Presentation should be a breakdown of your internship portfolio. Please follow the Internship Report Format listed below for your final presentation.

Must present no later than the week before finals. Email the administrative assistant at cidp@andrews.edu to arrange a date and time for the presentation.

Your presentation will be attended and evaluated by 2-3 SSBS professors based on their availability. They will grade you on your presentation using the Internship Report Format listed below.

PRESENTATION TIME: 20 minutes

DISCUSSION TIME: 10 minutes

EXPECTATIONS:

- Bring your laptop to use for the presentation
- Be interactive whenever possible; use PowerPoint (or similar presentation programs if installed on or presented from a personal laptop computer, e.g. Keynote, etc.)
- Provide handouts, etc.
- Stick to the allotted presentation time

INTERNSHIP REPORT FORMAT:

1. **Self-introduction:** provide a short bio
2. **Explain why you chose** this particular agency/organization for your internship
3. **Purpose of your internship:** your goals and objectives before you started your internship
4. **Introduction of the organization:** Mission statement and background of host organization
5. **Project Presentation:** An overview of the project(s) you worked on during your internship
6. **Methods, Skills, & Technology Used:** Describe the methods, skills, and any new technologies you learned about and/or used to carry out the work or project(s) assigned to you.
7. **Goals & Objective of Internship:** Specify the 5 (or more) objectives you have met and explain how these objectives were implemented. List of learning objectives: (1) application, (2) knowledge, (3) exploration, (4) identification, (5) innovation, (6) engagement, (7) evaluation, (8) demonstration and/or (9) cross-cutting issues.
8. **Results – intended & unintended:** Present the overall results of the internship. For example, new insights into the field; challenges in theoretical versus practical application; observations of organizational functions; the interaction between scientists, activists and practitioners; how this internship has changed your views of the community development field as well as your chosen professional focus; etc.