



Goldey Beacom College

INTERNSHIP TERM PAPER REQUIREMENTS

The basic requirement for each internship is a term paper. **You are required to complete a separate Term Paper for each course.** Each paper should be submitted to the Career Service Center at least two full weeks prior to the end of the semester for which the student has registered for the internship. The paper must be typed in an acceptable format, be 2-3 pages in length, and contain a cover page meeting the below requirements.

Cover Page Requirements

Please ensure that your cover page to the term paper has the following pieces of information on it:

Student Name and Student Number
Course Term (example: Fall, Spring, Summer)
Course Number
Company Name
Domestic Internship
Duration of your internship (Start and End Dates)

Please remember to provide our office with a completed Employers Evaluation form completed by your supervisor. This must be turned in before your term paper can be graded. The Career Services office forwards the survey form to you and your supervisor prior to the end of your internship.

The term paper should include the following elements:

1. Write a brief description of your company and the duties and responsibilities assigned to you. Did you have any special projects while you were there?
2. Describe your personal experience with the company who employed you.
3. What did you learn from this internship experience? How did you professionally grow? What were your expectations versus the reality of the role?
4. Would you recommend other students participate in an internship with this company?

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