**UW Oshkosh – Music Industry Program – MUSIC 444/445  
INTERNSHIP FINAL JOURNAL REPORTS**

In addition to your weekly journal reports, you are required to write one FINAL journal report. This report will potentially be used for future reference, so it is very important! The recommended length is **2-3 pages.** It should include the following:

* **General Information:** Be sure to include your name, the internship location, your supervisor, internship timeframe, and your position description.
* **Summary:** Highlight the overall goal(s) of the internship, the nature and scope of your responsibilities, and results achieved. This should take one page maximum.
* **Detailed Description:** The purpose here is to explain, in detail, your specific responsibilities, assignments given, and how you went about things during the term of your internship. Your weekly journal report entries should be used to remember specific details. For example, if you were involved in a recording session, you should explain your duties, ups and downs during the session, any surprises, etc.
* **Results and Reflection:** Summarize outcomes of the internship, from three perspectives—
  + What the internship accomplished for the sponsoring organization (such as benefits, improvements, new products, etc.)
  + What the experience did for you, in terms of professional development, new insights into business environments, additional skills acquired, etc.
  + What your training at UW Oshkosh did to adequately prepare you for the internship—for example, which courses or extracurricular activities proved most useful, which assignments or experiences were most helpful, AND, were there areas in which you felt inadequately prepared for the internship?
* **Appendices**: Finally, include whatever documentation you feel is appropriate to support the points emphasized in your report. This may include on-the-job photos (highly encouraged!), samples of your work, web designs, digital versions of your work, screenshots, etc.
* **Confidentiality**: It is assumed you will discuss with your supervisor what information and documentation can be “disclosed” in your report. These will not be shared outside of this course without asking employer approval.