



UST 690 Graduate Internship Program Final Paper Requirements

A final paper is due the last day of class in the semester in which you are enrolled in UST 690. Your paper should be submitted directly to your Faculty Internship Supervisor/UST 690 Instructor of Record. Please refer to your syllabus or contact your instructor for other course requirements.

The paper should relate your program of study to your internship experience and what was accomplished. You should describe how you met the goals set in your Learning Contract.

The paper must be 10 pages, typed (double-spaced), in APA style, 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. A description of the projects that you worked on and your specific activities on those projects.
3. 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.

4. How your experience increased your knowledge about urban affairs, neighborhood development, environmental issues, public safety management, organizational leadership, or nonprofit organizations.
5. Discuss how prior coursework was relevant to your experience as an intern. What specific course content was beneficial to you in the internship?
6. Based on your internship experience, would you consider seeking employment in the field in which the internship organization is involved?
7. Do you have any suggestions for how the internship program could be improved?
8. Was/were knowledge or skills needed for the internship that you did not possess? If so, what were they? Are there other courses that should be offered to better enable students to fulfill work requirements? If so, what are they?
9. 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.