

Newport Business Institute Externship Program Final Work Report Guidelines

At the end of your 375-hour practicum, you will be required to turn in a final work report. The purpose of this report is to summarize what you have learned as a result of your practicum experience. This report will not only be helpful to you, but also for future practicum students who may choose to go to the same office. The requirements are as follows:

1. The report should be completed before the end date of your practicum.
2. **Cover page:** The cover page should include your name, the name of the practicum organization, and the dates (beginning to ending) of your practicum.
3. **Report:** The report should be a minimum of two typewritten pages. Standard size paper (8 1/2" x 11"). Double-spaced with no more than 1 1/2" margins.
4. Be sure to use appropriate words, proper grammar, punctuation, and sentence structure, and correct spelling.

Use the following as guidelines and suggestions when composing your report:

1. Briefly describe what your major responsibilities and duties were.
2. Explain what connection you found between your major and your practicum.
3. Identify the strengths and weaknesses you have discovered about yourself based on your experience.
4. Describe what you liked the most and what you liked the least about your practicum experience.
5. Explain how your practicum experience has affected your attitudes towards yourself and your future.
6. What recommendations would you make to your practicum site in regard to having future practicum students?
7. What recommendations would you make to NBI regarding using this site again?
8. Explain what you have learned about interpersonal relationships; and how that has changed your performance in this area.
9. Describe a difficult situation you encountered, how you handled it, and if you would have handled it differently now.
10. Please complete the report with your personal evaluation of the practicum program.

If you have any questions, please contact the Graduate Services Coordinator at 724-207-3892