

The Honors College
FINAL PAPER GUIDELINES

The final paper is the culmination of your entire internship experience. It should be, at a minimum, 6-10 pages in length and needs to be both descriptive and analytical in nature. Specifically, it should address the following:

- Describe the organization at which you did your internship and the nature of the work in which it is involved.
- Include descriptions of your daily tasks and responsibilities, as well as any significant events and your accomplishments.
 - You may think of this as an expanded version of what you might put on your resume to describe your internship had you as much space as you please. Please, however, do not use bullet points or other space saving/attention getting techniques, as you might on an actual resume.
- Discuss both what you learned and what you wish you had learned, including both general knowledge about the field in which you were working and specific skills gained.
- Discuss the dynamics of the internship site, including the effectiveness of your role at the internship site (as you perceived it) and the mentorship that you received.
 - Do not hesitate to highlight the negative aspects of the internship experience and how you think it could have been improved – the final paper is kept confidential.
- Include an analysis of how the internship affected your professional development. What did it reveal to you about yourself and your career goals? What did it teach you about working in the kind of office or laboratory in which you worked or about running such an office or laboratory?

Your paper will be graded according to the following criteria:

- 45% Effectiveness of analysis
- 35% Clarity of description
- 20% Writing style

*Note: Please use the following format:

- 11 or 12 point font
- Double-spaced
- One inch margins
- Page numbers