

UNIVERSITY OF WASHINGTON
THE INFORMATION SCHOOL

**MSIM Internship (IMT 590)
Outline for Final Narrative Report
(to be completed by student)**

Respond to those items that are appropriate for your experience. This report is not expected to be longer than four double-spaced typed pages. Please send completed report as an email attachment to the IMT 590 Faculty Coordinator no later than two days before your exit interview.

A. Information regarding the internship host site [not to exceed 2 paragraphs]:

1. Student orientation to host site and to staff
2. Description of duties assigned to student
3. Specific areas of work projects engaged in during the internship
4. Operational structure of host site:
 - a. Site description
 - b. Organizational structure
 - c. Publics and communities serviced: users, students, specialists, research workers, professionals
 - d. Staffing patterns: scheduling, staff relationships, staff training & development, volunteers
 - e. Scope and function of services provided by the host site
5. Communication between student, internship supervisor, and other staff

B. Student self-evaluation of the internship experience:

1. What were your initial expectations as an internship participant?
2. Did your internship meet your stated expectations? Please explain.
3. Evaluate your performance of assigned tasks and projects, noting your strengths and weaknesses (refer these comments specifically to the objectives outlined in your Learning Objectives Agreement).
4. Indicate courses that improved your performance in the internship.
5. Indicate any courses or subject areas not taken that might have enhanced your performance in the internship.
6. Identify the theoretical concepts in your MSIM courses that were helpful.
7. Did you encounter any problems, concerns or issues during your internship? If yes, please identify or explain.
8. How could the internship program be improved?
9. How important do you feel the required internship is as part of the MSIM curriculum?

Your additional comments are welcomed.

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