

## Guidelines for Writing the Professional Internship Summary Paper

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## Style Format

The paper that you submit should **NOT** be considered a draft. The product must:

1. Be formatted using the guidelines in this document.
2. Be typed (using Times New Roman font). Font size should be 12 point.
3. Be double-spaced.
4. Have one-inch margins.
5. Be paginated in the upper right corner.
6. Be left justified.
7. Be thorough and well organized.
8. Be grammatically sound and free of typographical errors.
9. Include a reference list for information cited in chapters 1 and 2 (in APA or AMA format).
10. Be submitted in a 3-ring binder.

Preparing a quality, professionally written paper will, in most cases, minimize the chances that faculty reviewers will mandate major revisions. **NO ELECTRONIC SUBMISSION (i.e., faxed or emailed) OF SUMMARY PAPERS WILL BE ACCEPTED.** Please submit via USPS, UPS, FedEx, DHL, or in person. Sheet protectors can be used only for the appendices, if desired.

## Sequential Order of the Paper

### *Title Page*

An example of proper format for the title page is provided on page 4.

### *Table of Contents*

An example of proper format for the table of contents is provided on page 5. All headings appearing in the table of contents should also appear in the body of the paper, appropriately placed and italicized (in the paper).

### *Introduction*

This should include a historical review of the agency/organization followed by a current overview **IN YOUR OWN WORDS** with proper citations of sources from which the information is drawn (failure to do so will result in a violation of the Academic Integrity Policy found at <http://www.wiu.edu/policies/acintegrity.php>). The student objectives for the internship should be listed in numerical list format. The cover sheet for this chapter is considered p. 1.

### *Structure and Functions of the Agency/Organization*

This should be a detailed discussion of the organizational structure and functions of each of the operating units/departments within the ENTIRE agency/organization IN YOUR OWN WORDS with proper citations of sources from which the information is drawn (failure to do so will result in a violation of the Academic Integrity Policy found at <http://www.wiu.edu/policies/acintegrity.php>). Discuss how the entire agency is organized, as well as the roles, responsibilities, and programs provided by each operating unit/department. Include an organizational chart in the appendices.

### *Description of Experiences and Activities*

This shall consist of a thorough, in-depth discussion of the various experiences and activities that the intern was involved in during the internship no matter how minute the task may seem. Make certain this section is written in detail. Explain the major activities first, followed by minor experiences. Leave nothing out! Copies of all projects whether completed or not must be submitted with the summary paper. Include these copies in the appendices.

### *Perception and Judgments About the Internship*

This is the student's own assessment/evaluation of the internship. Elaborate on each of the following in narrative format:

#### *The Internship:*

1. List objectives in numerical list format. Discuss if and how they were achieved.
2. Did the internship meet your personal expectations?
3. Was the organization open to your ideas?
4. Would you like a career in health sciences, emergency management, or health services management?
5. Would you recommend the organization to other interns?
6. How could this experience have been improved?
7. What was your greatest accomplishment?

#### *Work Performance:*

1. What prior skills did you use in this internship? List new skills and knowledge acquired.
2. Were you satisfied with your performance on assignments and projects?
3. Did you meet deadlines? Did you use your time efficiently?
4. Honestly rate the overall quality of your work.

*Personal Benefits:*

1. How have your academic and career goals changed?
2. What impact did this experience have on your personal growth?
3. What insights have you gained regarding your field of study (i.e., community health education, emergency management, environmental and occupational health, or health services management)?

*Appendices*

Include a copy of each project whether complete or partially complete. Any items produced in conjunction with the internship should be exhibited. Other helpful hints include:

1. All appendices included must be discussed in the body of the paper and include a page reference. Cite appendices as in one of the following ways: (Appendix A, p. 23) or Appendix A (p. 23) depending on the sentence format.
2. Appendices are arranged according to the order in which they are discussed in the paper (i.e., the first appendix discussed should be Appendix A; the second should be Appendix B, and so on).
3. Make certain the pages in the appendices are properly numbered. The page number provided in the Table of Contents and cited in the main body of the paper should be consistent. The appendices section should begin pagination where the Perception and Judgments About the Internship section ended (see the Table of Contents provided in this document as an example). Use of a black ink pen is acceptable for paginating the appendices only.
4. If an appendix is more than one page, a cover sheet should be supplied (see Appendices A and B in this document as examples). A cover sheet is not needed for appendices that are one page in length.
5. Titles of tables, graphs, etc. should be on the right margin.
6. Each appendix must be labeled with Appendix A (or whatever the letter is) and the title.

### The Internship Oral

Students will participate in a group oral which consists of an informal question and answer session about the internship activities. Students should be prepared to answer questions from the faculty and students. **STUDENTS SHOULD WEAR PROFESSIONAL DRESS FOR THE INTERNSHIP ORAL PRESENTATION.**

**Example Title Page**

Professional Internship Summary Paper

Completed at XYZ Hospital  
Macomb, IL

By

Joe Student

Submitted in partial fulfillment of the Health Sciences internship requirement  
for EM 490, HS 490, HS 590 (indicate one)  
Western Illinois University  
Month 2009

## Example Table of Contents

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## Notes Regarding Headings

Major headings within the paper should be centered, using upper and lowercase letters. The paragraph should begin two lines below the heading and indented as a normal paragraph.

First level subheadings should be flush left, italicized, using upper and lowercase letters. The paragraph should begin two lines below the heading and indented as a normal paragraph.

Second level subheadings should be indented, italicized, using lowercase letters (except for the first letter of the heading or if it is a proper noun as in the example below), and ending with a period. The paragraph should begin two spaces after the period on the same line as the heading. Refer to the example below for clarification.

### Example of Heading Usage

#### Patient Education Program

##### *Patient Education Committee*

The participants of the Patient Education Committee assist the Staff Development department in the development and revision of the policies and standards. It conducts educational needs assessments, approves educational packets, and submits approved education packets to the medical staff committee for revision and final approval.

*Patient Education Sub-Committee.* The Patient Education Sub-Committee assists the Patient Education Committee in the development of the patient education programs and packets. It also assists with other special projects.

## Example Cover Sheets for Chapters

### CHAPTER I

### INTRODUCTION

(Counted as a page, but not numbered)

CHAPTER II  
STRUCTURE AND FUNCTIONS OF XYZ COUNTY HEALTH DEPARTMENT

(Counted as a page, but not numbered)

CHAPTER III  
DESCRIPTION OF EXPERIENCES AND ACTIVITIES

(Counted as a page, but not numbered)

CHAPTER IV  
PERCEPTION AND JUDGMENTS ABOUT THE INTERNSHIP

(Counted as a page, but not numbered)

**Example Cover Sheets for Appendices**

APPENDICES

(Counted as a page, but not numbered)

APPENDIX A

Mission Statement - XYZ Hospital

(Counted as a page, but not numbered)

APPENDIX B

XYZ Hospital  
Goals and Objectives, FY 2008-2009

(Counted as a page, but not numbered)