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Style Format

The finished product must:

1. Be typed (using Times New Roman or Courier). Font size should be 12 point.
2. Be double-spaced.
3. Have one-inch margins.
4. Be left justified.
5. Be thorough and well organized.
6. Be grammatically sound and free of typographical errors.
7. Be submitted either in a 3-ring binder or spiral bound.

Preparing a quality, professionally written paper will, in most cases, minimize the chances that faculty reviewers will mandate major revisions. HINT: It is suggested the paper be typed and stored on a computer disk to minimize the time involved in re-typing the entire paper when revisions are mandated.

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. Everything appearing in the table of contents should also appear in the body of the paper, properly separated and underlined.

Introduction

This should include a historical review of the agency/organization followed by a current overview. The student objectives for the internship should be listed.

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 agency/organization. Discuss how the 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 and discuss the objectives. Were they achieved?
2. Did the internship meet your personal expectations?
3. Was the organization open to your ideas?
4. Would you like a career in community health?
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 community health (i.e., community health education, health services management, or environmental health)?
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 (for example: Appendix A, p. 23).
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).
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, which are one page in length.
5. Titles of tables, graphs, etc. should be on the right margin.
Example Title Page

Professional Internship Summary Paper

Completed at XYZ Hospital
Macomb, IL

By
Joe Student

Submitted in partial fulfillment of the Community Health and Health Services Management Internship requirement for Community Health 490 (or 590)
Western Illinois University
April 2002
# 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 (use the “Tab” function).

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.

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)
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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 2000-2001

(Counted as a page, but not numbered)