

## **APPENDIX K INTERNSHIP NOTEBOOK GUIDELINES**

### **Requirements for Internship Notebook**

#### **Objectives for the Internship Notebook:**

1. Provide the intern with information about an organization's structure and function beyond what might be available through typical job duties.
2. Increase the intern's awareness of the many divisions of organizational functioning and professional networks in which the agency participates.
3. Demonstrate an overall understanding of the functioning of the agency.
4. Provide future interns with information about the agency.

#### **Minimum Requirements: Sequence and Content of Sections**

##### Organizational Background

History of the Organization

Organization Mission Statement

Organization Goals and Objectives

##### Organizational Structure

Organizational Chart Detailing the Structure

Organizational Hierarchy

Description and Responsibilities of Key Administrators

##### Organizational Communication

Description of Organization Programs

Personnel Policies and Procedures

Funding Sources and Financial Structure

Description of Facilities

Samples of Materials Created During the Internship