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