

## **Final Report Instructions**

**Your advisor should review and approve your final report before it is officially submitted** to the Water Resources and Policy Initiatives (WRPI) Internship Manager, Christina Rodriguez. Draft final reports may be submitted to Christina Rodriguez, whose contact information is below, for comments and review beforehand.

### Final Report Instructions

1. Font size should be preferably 12 point, but no smaller than 11 point.
2. Margins should be 1 inch.
3. Insert page numbers in your report.
4. You may make the final report your own by choosing your own format, style, etc., but follow the Outline below. Your report should cover all the topics listed in the Outline.
5. Use proper grammar and punctuation and proofread your report before it is submitted. Remember, potential employers may read your report and you want to make a professional impression.
6. Submit your report electronically in either Microsoft Word or PDF to Christina Rodriguez, [chrodrig@csusb.edu](mailto:chrodrig@csusb.edu).
7. If you have proprietary or confidential information that is needed in the report to fully communicate the findings, contact Christina Rodriguez, WRPI Internship Manager, at the contact information below for additional instructions. Your final report will be publically distributed and will be published on our project website.

## Final Report Outline

### **1. Cover Page**

This section should include your project title, name, university/college name, time period of your internship, advisor's name and agency, organization or university he/she is from, and the date the report is submitted.

### **2. Table of Contents**

### **3. Acknowledgements**

You need to include the following acknowledgement in this section: "This project was supported by Santa Ana Watershed Project Authority's (SAWPA) Disadvantaged Communities Involvement (DCI) Program and Proposition 1 funding from the California Department of Water Resources (DWR). Additionally you may acknowledge your advisors and other organizations that supported and assisted with your project.

### **4. Executive Summary**

The executive summary should be a brief overview of your entire project.

### **5. Project Objectives**

This section should be an introduction to the project, discuss your potential career pathway as it pertains to the USDA, and convey what your original goals were on this project. If your goals changed over the course of the internship, mention the revised goals and the reason for the change. You also should discuss the specific project tasks you originally set out. If your tasks varied from the original ones, discuss the changes and the need for the changes.

### **6. Project Approach**

Discuss what methods or steps you took to achieve your goals and your tasks from the above section. If your approach changed over the course of the internship, discuss the changes and the reasons for the changes.

### **7. Project Outcomes**

This section should discuss your results and an analysis of your results, if applicable. If your results were unexpected or negative, try to explain the reasons and what could have been done differently. If any lessons were learned during the course of the internship, mention them in this section.

### **8. Conclusions**

Sum up your project in this section. Include any recommendations for further research. Be sure to discuss how this experiential learning internship has furthered your career goals, specifically mentioning your prospective career with the USDA.

### **9. Appendices (if any)**

This section could include any references, graphs, photos, maps, presentations, etc. that are needed to properly convey the work done during your internship. You may have multiple numbered appendices as needed.