



# Rensselaer

Lally School of Management

## Undergraduate Internship Report Template

The purpose of the Lally internship requirement is to ensure that students gain hands-on, day-to-day work in a business, augmenting their classroom education with real-world experience. In order to complete the curricular internship requirement, students must generate a report using this template and submit it to their adviser or the director of undergraduate education. Once it has been approved, students can register for the zero-credit course *Management Internship*, which will appear on their transcript.

*Student Name:*

*Internship Company:*

*Internship Dates:*

*Approximate Number of Hours Worked (Total):*

*Title:*

*Direct Supervisor:*

*Is there someone we can contact to encourage the hiring of future Lally students? If so, please include their name and contact information.*

*Please write a total of 2-3 pages answering the following questions:*

- 1. What were your duties and responsibilities?*
- 2. How did you use your Lally coursework?*
- 3. How has this impacted your career plans?*
- 4. What did you learn about yourself?*