UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING | **Engineering** Career Centre

Professional Experience Year (PEY)
Final Internship Report

The purpose of the Final Internship Report is for students to consolidate their learning and reflect on their overall PEY experience. Students will describe their accomplishments and demonstrate their development through participation in PEY. It is an opportunity for the student to describe the nature of the work they were involved in, the specific skills and knowledge attained, as well as highlight their contributions while working in a professional environment.

Final Internship Report Submission

The PEY student is to upload the completed report on Blackboard along with the additional documents noted below

The format should be as follows:

- Double Spacing; 10 – 12pages; size 12 font; 1" margins
- Cover Page - include the following on the cover page:
    - PEY Internship Report – The Year of your internship, e.g. 2013-2014
    - Name, Student Number, Discipline, PEY Company Name.
- Disclosure Page: This page contains a statement from your supervisor indicating that he/she has read the report and that the information enclosed is correct and contains no confidential information. So simply create a page with the heading "Disclosure Page." Your supervisor may wish to scan in their signature.

Disclosure Page:

This is to confirm that I have read the report and that the information enclosed is correct and contains no confidential information.

Company:_____
Supervisor's Name: _____
Supervisor's Signature: _____
Date: _____

1. **Introduction** (1 paragraph): write a brief paragraph providing a concise summary of the main purpose of the report and major points of importance to note for the reader.
2. **Job Description** (1 page): provide the job title and an outline of the major areas of responsibility and how your responsibilities fit into the activities of your overall department or larger workplace (paragraph format). List the specific tasks that were performed during the internship.

3. **Project Report** (3 – 5 pages): write a report that gives a detailed description of one of the projects in which you were involved (analyze the project and how you carried it through to conclusion). Include:

   Problem: Provide a succinct description of the problem you are trying to solve. Include whether you were working alone or as part of a team. If part of a team, how many people were on the team and what part did you play on the team?

   Research methods: Where did you look for the solution to the problem - Books, Internet search, discussions with colleagues? Were you sent to a training course ?

   Experiments/Techniques: How did you go about solving the problem? Did you create prototypes? If so, what did they reveal? What experiments did you perform?

   Discussion: You gathered information in the steps above. How did this influence your results and conclusions?

   Results: How did you present the results? To whom did you present the results? Was the problem solution acceptable? Why or why not?

   Conclusions: What conclusion did you reach?

   Recommendations: Provide suggestions on how you would better perform this task in the future.

4. **Technical Skills, General Knowledge and Professional Skills Developed** (2 - 4 pages): Describe how you feel your various job tasks contributed to your skills or knowledge base. These may be specific tasks you accomplished or may be of more general nature.

   - I learned the configuration of the network system by…
   - I gained information on the _____ software and found out how to compare
   - I gained practice in analyzing and problem solving through the process of/when I….

5. **Values** (1 page): Through our various experiences we learn more about ourselves, particularly our attitudes and values. Describe your top 5 work values (see list for examples). The following questions may help with your answer. What did you learn on your internship? What did you enjoy the most and what did you like the least? What did you find most rewarding and most challenging? What motivates you to excel at your job? What did you like best/least about the corporate culture?

6. **Career Plans** (1 page): Through your internship you have gained some personal and professional insight that should help you re-evaluate your initial career goals. What career direction do you have in mind and how to you plan on getting there?

7. **Conclusion** (1 paragraph): Summary statement regarding your involvement in the PEY program and your specific internship

Attachments:

- Revised Resumé (no more than 2 pages)
- Sample Interview Question Answers – choose three from the list provided (1 – 2 pages)
- PEO Pre-graduation Experience Record Form (www.peo.on.ca) (Engineering students only)
- Completed Final Evaluation
- Feedback - this is an optional section where we welcome you to provide your feedback or comments on the PEY process and overall experience, share observations that may help the PEY program continue to improve their services, or insights that you would share with future PEY students, etc.

Examples of Work Habits/Attributes and Traits that Employers Value

Acceptance	Effectiveness/Efficiency	Responsibility
Action	Financial gain	Risk
Advancement	Flexibility	Security
Authenticity	Freedom	Self-expression
Authority	Friendship	Service
Autonomy	Harmony	Sociability
Cautious	Humor	Solitude
Challenge	Industrious	Structure
Change	Influencing Others	Supervision
Competition	Intelligence/Knowledge	Surroundings
Complexity	Interaction	Time freedom
Contribution	Leading	Variety
Cooperation	Learning	
Creativity	Mastery	
Crisis Intervention	Physical activity	
Decision making	Predictability	

Behavioral/Situational Interview Questions

Employers are using Behavioral/Situational Questions in interviews. These questions often ask you for specific examples of real situations or events from your past and how you dealt with them. Basically the belief is that past performance predicts future behavior/performance.

To properly answer a behavioral/situational question simply follow the following three steps: 1. Situation – set the scene; 2. Action – Describe the action taken by you; and 3. Result – must be a positive result

Sample Interview Questions

- Give me a specific example of a time when a co-worker criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (oral communication)
- Give me a specific example of a time when you sold your supervisor on an idea or concept. How did you proceed? What was the result? (assertiveness)
- Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? How do you stay focused? (commitment to task)
- Tell me about a time when you came up with an innovative solution to a challenge your company was facing. What was the challenge? What role did others play? (creativity and imagination)
- Describe a specific problem you solved for your employer. How did you approach the problem? What role did others play? What was the outcome? (decision making)
- Describe a time when you got co-workers who dislike each other to work together. How did you accomplish this? What was the outcome? (teamwork)
- Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (time management)
- Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result? (flexibility)
- Describe two specific goals you set for yourself and how successful you were in meeting them. What factors led to your success in meeting your goals? (goal setting)
- Tell me about when you had a conflict with someone and how you handled it. (conflict resolution)
- Describe a time when you had to juggle several tasks at one time and how you prioritized your work. (time management)
- Give me an example of a situation where you had to exert leadership to get a task done or problem resolved. (leadership)

Professionalism

Reports should be professional in presentation, including neatness, adequately documented information and correct spelling and grammar.