Students MUST follow report guidelines determined by each department:

- **Accounting - ACCT 4940:**
  **Prerequisite:** ACCT 3100 or ACCT 3110 with a grade of B or better or have a 3.0 grade point average in your UT upper division accounting (ACCT) courses completed or have successfully completed (C or better) five or more upper division UT accounting (ACCT) courses. Must maintain a 3.0 GPA in accounting.

- **Professional Sales - PSLS 4940:**
  http://www.utoledo.edu/business/ESSPS/ESSPSRecruiting.html
  **Prerequisite:** PSLS 3440 (completed and passed) and Senior standing.

All other Majors - EFSB 4940, FINA 4940, IBUS 4940, INFS 4940, MGMT 4940, MKTG 4940, and OPMT 4940:

- Report MUST be submitted the first day of finals week to the appropriate Internship Faculty Advisor, where it will be evaluated and graded (pass or no credit).
  - Internship Faculty Advisor may consult with other faculty members whose expertise will aid in the evaluation process.
  - Intern must contact Internship Faculty Advisor to confirm preferred method of report submission.

- A 12-15 page report should include the following major topics:
  - A description of the employer’s organization and background information
  - A description of the major activities/projects that were part of the internship experience, with examples wherever possible
  - An explanation of the specific skills developed during the internship
  - A discussion of the ways in which the internship experiences relates to coursework
  - A discussion of how the internship has helped prepare the student for future employment
  - Include letters of recommendation from employer and/or examples of accomplishments and projects as an appendix to the report

- Include a cover sheet with first and last name, Rocket ID Number, email address, employer’s name, academic semester and submission date. Report format:
  - 12-15 pages, typed double spaced on 8 ½ x 11 paper
  - (1) Inch margins all around
  - Numbered pages
  - Well written and grammatically correct
  - Utilize headings and sub-headings to break the report into logical parts