

# Guidelines for the IPE International Internship Grant Written Report

Recipients of an IPE International Internship Grant must submit a written report to the Director of the IPE Program in the Fall semester immediately after the summer in which the internship was conducted.

Below are guidelines for the written report:

1. The report should be at least 10 double-spaced pages.
2. Please use one-inch margins and 12-point Times New Roman font.
3. On the title page, include your name, the internship title, and the date.
4. The report should have the following section subtitles:
  - a. **Description of the Internship** — What tasks did you perform as part of your internship?
  - b. **Budget** — Was the funding sufficient to participate in the internship? What did you spend the grant on, in broad terms?
  - c. **Reflections** — How did the internship advance your educational or career goals? What was the greatest insight that you gained while participating in your internship? Were there any surprises? What would you do differently?