Writing the Midterm and Final Papers
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The purpose of the midterm paper is to provide a preliminary report on activities performed in the first period of the internship, to provide initial feedback to the internship coordinator about the degree to which the internship is meeting the intern’s expectations, and to inform the internship coordinator about potential concerns related to the internship and that may be addressed prior to the end of the internship period. Of particular concern are issues related to the health and safety of the intern.

The purpose of the final paper is the report on activities performed during the internship, in line with the goals and objectives outlined in the internship plan. Students are also expected to include in the final paper an overall assessment of the degree to which the internship met the intern’s expectations, any concerns associated with the internship, and self-reflection on the role of the internship experience in the students’ career plans.

Key differences between the midterm and final papers are the expected paper length and their due dates. Both papers should include a title page, table of contents, introduction, body, and a summary and conclusions section, as explained below. Also, the internship plan should be included in an Appendix of the final paper only.

**Title Page** – Include the student’s name, “Intern for ‘company or organization name’”, South Dakota State University, the specific internship course and school term (example: Fall 2014), and date of the paper submission.

**Table of Contents** – List the main headings of the paper, and associate them with the specific page numbers on which the headings are located. A convenient way to divide the paper into sections is to use headings that are abbreviated version of the specific objectives stated in the internship plan. Do not use the term “Body” as a heading, but instead use substantive headings that logically reflect what is discussed in the specific paper section.

**Introduction** – State the purpose (i.e., goal) of the paper. Any changes in the position or internship plan (subsequent to its approval) should also be included here.

**Body** – For each objective listed in the original internship plan plus any additional objectives identified during the internship period, the main body of the paper should include a restatement of the specific objectives, with a description of how or the extent to which each objective was met. If an objective was not (completely) met or was changed, then the paper should describe why this occurred. These descriptions should not be a diary account of what you did each day or other time period, but instead consist of an analysis of what you learned while working on the objective. What insights did you gain regarding the business in general or your employer’s business in particular? Which applications of information from previous course work did you observe or use? How did you grow professionally and/or personally as a result of working on this objective? Include any unexpected benefits and costs resulting from your work on the objective.
Summary/Conclusion – Reflect on the overall internship experience. Describe any benefits you feel you derived from the internship experience, both professionally and personally. Describe how the internship experience either solidified or changed your future career plans. Explain what, if anything, you would change in your internship experience.

Internship Plan – Include the internship plan as it was submitted with the internship application at the time of your enrollment in the course.

General comments on paper format, content and structure
- Both papers must be typed, using an 11-point Calibri font, be double-spaced, and have one-inch margins.
- Both papers must conform to professional business and academic writing standards. The Chicago Style and A.P.A. style of writing are both acceptable forms to use for the papers.
- Use page numbers.
- Keep the papers brief. There is no defined page length requirement for the papers, but a 10-page (including the title page, table of contents and internship plan) final paper for a 3-credit internship is likely too brief. A 5-page midterm paper is sufficient.
- As explained above, do not write the papers like a diary with a mere listing of activities. Avoid being chatty, and use proper spelling and grammar.