***Department of Management & Entrepreneurship  
Entrepreneurship Internship Program***

*ENT 484: Internship Final Paper Requirements*

Internships is not only an opportunity for you to build valuable startup experiences, but academically it also serves an important role. This is a 400-level elective worth 3 credits, so you must not only fulfill the work related to the experience, but also two academic requirements; (1) turn in a term paper (by the end of semester) and (2) have your employer send us an evaluation of your work.

The term paper is where you will describe your internship experience. Email your paper as a PDF attachment to the ENT Internship Coordinator, Professor Mathias Arrfelt [mathias.arrfelt@asu.edu](mailto:mathias.arrfelt@asu.edu) . The final document must not be excessively long, but must **include** all required information: **a cover sheet, table of contents, page numbers and consists of the five sections listed** **below**.

**Section I: Your Goals**

Describe your internship, and your expected goals, both company-oriented and personal. For example, what has your supervisor shared with you regarding his/her expectations of you? What skills do you hope to acquire out of this experience? How will these experiences serve you, when one day you open your own business? Use bullet points, if needed. This section should be between 100 (minimum) and 500 words (maximum). This section is to be completed during your application, and submitted prior to starting your internship, and it should then be cut and pasted into your final paper.

**Section II:** **The Journal**

You should document what you are doing on a weekly basis to accomplish your stated goals. You will need to maintain a **weekly** journal (or even a daily journal, if you wish to go into more details) and then submit it with your paper. Be sure to write **at least**1-2 paragraphs per week (minimum 100 words per week, maximum 200).

In addition, **keep track of your hours on a weekly basis—please include a table with all of your weekly hours logged.** You must provide documentation that you worked a minimum of 120 hours, **signed by your employer**. You can ask your employer to sign off on the table with your hours. Your journal should be single-spaced.

**Section III:** **Reflection and Assessment**

In this section, you should discuss your overall assessment of the internship. Please be sure to answer all of the questions below. **Please note, this section should be a minimum of 2 pages single-spaced (about 1000 words).**

1. What did you accomplish during your internship? Compare this with what you discussed in Section I. Described what worked well. Also, describe any differences with what you envisioned initially. If you were to do it again, what would you have done differently (e.g., what would you improve).
2. Discuss discipline-specific knowledge you learned during your internship. For example, if your internship was on *a supply chain, marketing, or finance function*, describe key tasks that you performed, and how the concepts and tools you learned from the program informed your work. Also, what is the role of this function you performed in the startup organization? How did your role help create value?
3. What concepts, notions, or lessons did you use from any of your classes (identify 2 classes, at least one of which is an ENT or MGT class that helped you). What would you like to have taught to help you further in this internship?
4. Include a self-assessment of your performance: how do you feel you performed during your internship? What specific outcomes did you produce for the organization and for yourself as an entrepreneur?

**Section IV: Internship Performance Evaluation**

Include an evaluation from your supervisor. This is your employer’s own evaluation form, submitted as a letter, with company letterhead, signed by your supervisor. In the letter, your supervisor is to discuss your accomplishments and overall performance, as compared to the expected outcomes she or he envisioned in his / her letter, sent in for your application. This is an evaluation letter about your performance during the internship, not a generic recommendation letter, so it must include specific outcomes you brought to the organization.  
 **Section V: Sample of Work**

Include examples of the materials you create during your internship such as pictures of an event, screenshots of social media posts, press releases, presentations, technical analyses, etc. You can omit any confidential company information.

**Important Information:**

This is a 3-credit hour class that can count as one of your electives as a Business Entrepreneurship major or it can be used as an upper division business class for other majors. Therefore, your final report should be equivalent in quality and professionalism to a paper submitted in an upper division course. **Your grade for this course is comprised of *both* your performance with your employer *and* your final paper.** Please review all of the paper requirements carefully.

**The due date is the last day of the regular semester (prior to finals week).** Please try to submit your paper within 2 weeks of completing your internship. If you submit the paper after the semester due date, you will receive a “Z” (course in progress) which will be changed to a grade when your project is received and graded.