

## DEB282 Internship Report Guidelines

### Header (~1/4 page, single-spaced)

- Student contact information, including address and phone number
- Name and address of the company
- Indication of full or part-time internship effort
- Start and end dates of the internship
- Name and contact information of the internship mentor

### Internship Project Description (~3-4 pages, double-spaced)

*Please do not include any IP-sensitive information in your report and do have your internship mentor read and approve the draft before submitting to the DEB282 course instructors. It is possible to use general terms in the report in order to keep IP confidentiality. For example, an intern might say, “I purified ‘protein X’ from human mesenchymal stem cells” or “I purified our ‘protein-of-interest’ from human mesenchymal stem cells”, rather than specifically identifying a protein that the company deems IP-sensitive. If any of the questions below do not apply to your internship experience (e. g. regulatory affairs, marketing or other business function), skip that question and attempt to add relevant, similar information for your specific role.*

- What is the company mission / vision? Is it a large, medium or small enterprise? What types of products, processes or services does the company aim to provide?
- Who are the company leaders or executives (e. g. CEO, CTO, CSO)? How is the company structured and who did you report to for the internship?
- Describe the project(s) you were assigned for the internship. How did your work fit into the bigger picture of company goals? Were you embedded in a team or did you work more independently? Which divisions or groups within the company were involved in your project(s)?
- Do research teams publish their work? What is the balance of research focus on “basic” science that provides foundational knowledge for the company’s overall mission vs. “applied” science that is more closely related to commercialization goals.
- What technical or professional skills were required to conduct your internship work? Did you have the opportunity to work with specialized protocols/equipment or access other resources that would be considered “cutting edge” or difficult to access in academia?
- What were the internship project(s) outcome(s)? Illustrate your work with a diagram, photo(s), figure(s) or other visual media if permitted under IP restrictions.
- Did your project reach some or all of the expected internship milestones? What technical or professional challenges, if any, did you face along the way?
- In your opinion, what would be the logical “next steps” for your internship project if you were to stay on for another few months?
- References (optional, not included in page count) – include a list of science publications or reports that you read in order to establish foundational knowledge needed for the internship.

## **Your Personal Internship Experience (~1-2 pages, double-spaced)**

*Please use the questions below as prompts to help develop your writing. Only share personal thoughts and experiences of the internship that you would deem acceptable for “classroom” discussion among DEB peers, as quotes may be included in future Internship Prep Workshops.*

- Describe your day-to-day internship work – what did you enjoy? Were there any challenging aspects to the work? Would you consider doing similar work in the future? Why or why not?
- Did you learn any new or enhance any existing technical or professional skills while interning? Based on exposure to different types of work within the company, do you now have plans to brush up or acquire specific skills before graduation?
- Has the internship experience solidified or changed your thoughts on future career paths and plans (e. g. public sector vs. private sector, large company vs. smaller company, specific types of jobs)? Please elaborate.
- Were there opportunities for professional networking at the company? Did you have a chance to meet company leaders, professionals in other teams, or other interns? How do you plan to follow up and stay connected to people who you met during the internship (e. g. LinkedIn, ResearchGate)?
- Describe the company culture and overall mentorship experience. Was there a formal, company-wide internship program? Seminars, poster sessions or other regularly held meetings and events? How was the internship experience similar to your academic experience as a doctoral candidate at UC Davis and how did it differ? Were there aspects of the company culture or mentorship approaches that you particularly enjoyed or found effective for training, team-building and reaching research milestones?
- Where was the company located? Did you have to travel out of state, commute long distances or find lodging to participate in the internship? How did the company location impact your overall internship experience?
- Would you recommend this internship experience to a future DEB student? What is your best advice for preparing for a similar internship experience?