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Environmental Management  
and Business Institute

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at the UNIVERSITY of WISCONSIN – GREEN BAY

## ***EMBI Internship Final Report Design***

A final report is something that you should be working on throughout the internship whenever you have spare time. The final report should be completed by the time your internships end. You will also present your project, once for the sponsoring organization, and once for the EMBI. The final report and presentation should be comprehensive and thoroughly explain the problem(s), the steps taken to find a solution, the solutions found, the feasibility of the solutions, and to what level the solutions have or will be implemented

Remember to make the final report as comprehensive as possible. Make sure to thoroughly explain your reasoning for each step that you complete. Your report should provide enough information so that EMBI can implement the changes you made in similar situations that may occur with future internships. Also, complete as many sections as possible before the final weeks of your internships; you should write up sections as soon as possible after completing the work. Also make sure to let your EMBI advisors and your supervisors review your draft report to ensure you are writing it correctly and following the appropriate format.

You will submit one copy to the sponsoring organization with as much specific information as possible. Another copy of your report will be submitted to the EMBI, **but make sure your supervisor at the sponsoring organization reviews the document so that it does not include any proprietary information.** These reports must be submitted before the end of your internship.  
General Final Report Format

You will submit two copies of your report to EMBI, one hard copy and one electronic copy. Also, submit however many copies your sponsoring organization requests. All of these copies should have page numbers and should be single spaced. Hard copies should be printed on both sides (if possible) and stapled together with one staple.

Your report should be formatted in the following order: cover page, preface, table of contents, executive summary, background, issue/problem analysis, and appendices.



## Cover Page

The cover page should include “EMBI Internship Program Report”, followed by the name of the sponsoring organization you worked for, your name, the name of your supervisor at the sponsoring organization, and the name of your EMBI advisor.

## Preface

Give a brief description of the sponsoring organization you worked for and the project you worked on. The preface should be no more than one page.

## Table of Contents

List all of the main sections of your report and give the page number respective of all the sections.

## Background

In the background section, provide contact information for the sponsoring organization, as well as describe a profile for the sponsoring organization, a listing what goods and/or services they provide, the number of employees, and any other relevant information about the sponsoring organization. Also describe why the sponsoring organization participated in the EMBI internship program and the projects that you were directly involved in during the internship.

## Executive Summary

The executive summary is a stand-alone document that should be 1-2 pages. The executive summary should be submitted to the sponsoring organization and serve as an introduction to your report. The executive summary should be where you argue for your recommendations to be implemented or explain why they have been implemented.

## Project Issue/Problem Analysis

This section should be divided into however many projects you completed during the internship. For each project, be sure to include thorough details, so that EMBI can easily implement understand the project and potentially implement a similar solution at companies with similar problems.

For each project, explain the benefits and the drawbacks for each potential solution. This could include technical or economic analyses, along with charts or graphs that might help describe or summarize the benefits and drawbacks of the proposed solutions. Finally, explain the status of the proposed solution’s implementation. Has it or will it be implemented? Explain why it was implemented, why you recommend it should be implemented, or why you recommend that it should not be implemented.

## Appendices

Include all supporting documents, and reference them in the body of your final report. Certain documents are, but are not limited to, test results, calculations, MSDS forms, or process diagrams.

