

CHECKLIST FOR PRACTICUM PAPER

(You must submit this with your paper)

Name: _____ Company: _____

	Satisfactory	Unsatisfactory	Deduction
Form Requirements			
Typed			
Cover page with course prefix & number			
Double-spaced			
Polished appearance			
Centered page numbers (except title page)			
Minimum # of pages			
Style Requirements			
Consistent use of past tense & active tense			
Proper spelling, capitalization, grammar, sentence/paragraph structure			
Topic headings/subheadings			
Content Requirements			
<i>Introduction:</i> 1 paragraph summarizing where you interned, what you did, who you worked with			
<i>Body:</i> 5 things (for a 3 credit practicum) or 3 things (for a 1 or 2 credit practicum) you did that relate to <i>specific</i> business concepts from your coursework			
<i>Conclusion:</i> 1 paragraph summarizing the benefits gained from the practicum			

Score: _____