



## Internship Requirements

In order to satisfactorily complete your internship commitment, you must fulfill the following three requirements towards the end of your internship: make a presentation, submit a written report, and complete a feedback form. These requirements are intended to provide you with the opportunity to develop your oral and writing skills, and at the same time to help us develop a better program for future participants. The poster session or oral presentation, the feedback form, and the written report must be completed by the last day of your internship. Release of your last stipend payment is contingent upon receipt by ORISE of the completed feedback form and confirmation from your mentor that you have made a presentation and submitted your written report to him/her.

### Poster Session Participation/Oral Presentation

Towards the end of your internship, you are expected to participate in a poster session or make an oral presentation to the scientific community at your hosting facility. You should discuss with your mentor the best way to meet this requirement since your mentor will be asked to evaluate this presentation for us.

### Written Report

The written report is intended to be an *eight to ten page summary report* of your overall research experience, including a description of your internship project and how the internship experience impacted your academic and/or career planning. Please use the **written report template** with instructions available at <http://www.orau.gov/dhseducation/internships/Appointment/Forms.html>

You must discuss with your mentor the project information included in your written report before submission, and you must follow the policies of your hosting facility regarding dissemination of research information. Your written report should not include classified or official use only information. Please ask your mentor to submit your written report via email to [DHSEd@orau.org](mailto:DHSEd@orau.org) on your behalf. Please do NOT submit the written report yourself. We are asking mentors, rather than students, to submit the written reports because we want to ensure that mentors have had the opportunity to review the written reports, students have followed the policies of the hosting facility regarding dissemination of research information, and written reports contain no classified or Official Use Only information.

### Feedback Form

Your opinion is very valuable to us as we strive to develop the best possible program for future participants. Approximately 12 days before the end of your internship we will provide you with a link to the online Feedback Form and we will ask you to complete the form during the last week of your internship.