Template Final Report Template [50%]

**SMART Goals review [5%] max 3 pages**
Did you achieve your goal? did you over / under achieve?
Was the goal appropriate / too hard / too easy?
What were the barriers to achievement and how did you overcome them?
What really helped you achieve your goals and how did you use it?
If you had to re-write the goals today what would you change?
What have you learned about setting and achieving goals during your internship?

**Reflective Diary [5%] max 5 pages**
The reflective diary will be assessed in two parts – the weekly reflective diary and a final reflection. Each are outlined below

**Weekly Reflective Diary [2.5%]**
For each week provide summary in the following 2-part format
Week x:
- **The events and tasks during the week:** a 2-3 sentence description of the week’s events and work tasks
- **What I learned this week:** a 2-3 sentence description of the main learnings from this week

**Final Reflective Diary [2.5%]**
Provide a paragraph that describes the main learnings over your entire internship. Do not describe events or tasks.

**Technology Design Report [40%] max 20 pages**
In this section should be structured as follows:
- Executive summary [5%] max 1 page
- Design review [30%]
  - Problem definition
  - Description of the design approach
  - Implementation
  - Evaluation / Testing
  - Analysis / Critique of the design
  o Where there are multiple small projects rather than one describe up to 3 separate design problems and discuss the nature of the workflow in the Executive Summary and Conclusions
- Conclusions [5%] max 3 pages