

## **Summer Internship Symposium -Information for Students**

The College of Science Internship Symposium will last approximately 2 hours and will take place on August 3, 2022. The time will be determined closer to the event and a poll will be sent to assess the best time for the Symposium. Internship employers and the campus community will be invited to the event. This is an important opportunity to showcase your accomplishments! Presentations will be 5 minutes (individual presentations) and 10 minutes (team presentations) in duration.

### **Presentation Requirements:**

Each student presentation will contain 5 PowerPoint slides (team presentations may contain additional slides). Please prepare the following slides in the following order. We recommend incorporating photographs of your work/workplace where possible:

1. A cover slide
  - a. include your name, major, year in school, and name of internship employer
2. A slide with a brief description of your internship
  - a. briefly describe the organization that employed you (i.e. what does the organization do?)
  - b. describe your key roles/responsibilities as an intern
  - c. highlight your accomplishments and what skills you utilized/gained
3. A slide with the challenge(s) you encountered and how you persevered (i.e. what obstacles did you face in your work, and how did you overcome them?)
4. A slide with reflections on:
  - a. what you learned in the internship that you didn't/wouldn't have learned through your coursework or other opportunities on campus
  - b. which elements of your background (prior coursework, skills, etc.) were most useful to you in the internship
5. A slide with concluding remarks:
  - a. explain how this experience impacted your career/education plans
  - b. acknowledge/thank your internship employer/supervisor/coworkers
  - c. invite the audience to ask questions of you

At the conclusion of the presentation, plan to spend up to 5 minutes answering questions from the audience.

**Please prepare and send your PowerPoint slides to [jacqueline.broida@utah.edu](mailto:jacqueline.broida@utah.edu) by 5pm on Monday, August 1, 2022**

**Notes:**

- If you would like to utilize a different format (demo, poster, etc.), you may, but time requirements stand and you must run it by the internship coordinator first.
- For interns working in the same position for the same employer, you will give your presentation as a team (in which case, you will have up to 10 minutes to present).
- During the Symposium, we will move directly from one presentation to the next, without introductions between speakers. Be prepared to come forward as soon as the person before you has finished. All of the PowerPoint slides will be combined into a single, continuous presentation, and you will be given an agenda with the order of speakers.
- The Symposium will be recorded.
- Practice your presentation in advance, so that you can adhere to the time limit.
- Dress professionally (business casual).