**MARKETING INTERNSHIP**  
  
**Mid-Term Report**

Your Name  
Your Address  
City, Zip Code  
Your Home Phone # (including area code)  
Your Student ID#  
Your e-mail address  
Semester you are registered for  
  
**Intern Employer  
Supervisor's Name  
Company Address  
City, Zip Code  
Company e-mail address  
Company Phone # (including area code)**  
  
**COMPANY BACKGROUND**  
(Headings are in all capital letters, bold and underlined)  
  
Indent all paragraphs five (5) spaces with two (2) spaces between sentences.  
  
This first section should provide a very brief background of the company's mission and marketing strategy, focus, target markets and a description of its products or services.  
  
**INTERNSHIP GOALS**  
  
This section outlines the goals of your internship including a brief description of the projects you will be working on and what you hope to learn.  
  
**TASKS ASSIGNED**

"Tasks" section should outline the duties you will be performing to accomplish the goals you and your supervisor have outlined. Also, please list the background information you have obtained in your classes that you will be bringing to these tasks.  
  
**SUMMARY**  
  
A brief summary of accomplishments to date should go here. Also, you need to attach the signed,  
Mid-term Evaluation completed by you and your supervisor as the last page of this mid-term report. Be aware that this report should be no more than three to four {3-4) pages in length. There is no cover page and it must follow this format explicitly with one inch margins on all four sides, double-spaced, one blank space between headings and text, as outlined. Do NOT put it in a cover or bind it in any way – only a staple in the top left corner. It must be run on a laser or ink-jet printer. ABSOLUTELY NO DOT-MATRIX will be accepted. If this format is not followed, or your paper is late, you will not receive credit.