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# Municipal Internship Program for Land Use Planners

# Final Report Requirements for Supervisors

# The Final Report can be submitted as part of a letter or as a separate document. In accordance with the conditional grant agreement, this report is due at the end of the internship.

# There are two parts to the Final Report: an overview of Year Two’s activities and a review of the impacts the program had on your organization.

# If you require additional space to complete the questions, please add your comments in a separate document and include with your report template. The completed template can be scanned and saved (and emailed if necessary).

# Overview of Year Two’s Activities

1. What activities did your intern participate in during his/her second year? What projects did your intern take on? What areas did he/she specialize in?

[Type text]

1. What was the biggest surprise for you as an intern host throughout the internship? What was your most significant learning from this experience?

[Type text]

# Impacts on Your Organization

1. What were the benefits you received by having an intern? (i.e. completed projects, new perspectives, etc). Please list any projects or deliverables the intern accomplished.

[Type text]

1. How has your organization been impacted by having an intern?

[Type text]

1. Are there any enhancements to the program we should consider in the future? (These are in addition to the comments provided in your previous reports.

[Type text]

1. Any other comments?

[Type text]