

Instructions: ASE Internship Summary

Your Internship Summary details your ASE internship and what you got out of it. It is a record of your internship experience, including the purpose of your internship, methods and specific equipment or approach used, project results, and your key learnings about your field of work and yourself. **The Summary is required as part of your participation in the program.**

Writing your summary earlier, rather than later, will help you articulate your accomplishments in preparing your thank you letters and Symposium presentation. You will likely find this summary useful later as you apply to college and jobs. ASE uses your summaries to report to our grant agencies and donors, provide documentation for high school credit requests, and may be used in our marketing material for fundraising and participant recruitment.

Submit your summaries by August 23, 2024 via [online form](#). Keep a copy of your summary for future reference and use.

Your summary is like a one-page essay about your internship, and we provide very specific guidance on how to write it. The prompts outlined below correspond to questions on this [online form](#). Please write out your answers to these questions/prompts, then copy and paste them into the form. Remember to **EDIT** thoroughly for spelling and grammar. Check the spelling of all names and terminology or instruments that are not familiar. Spell out all acronyms and organization names the first time you reference them.

1. First Paragraph (first two questions in the form):
 - a. Introduce yourself and the internship. Include your name, your mentor(s), co-mentor(s), and organization in 1 or 2 sentences.
 - b. In 2-3 sentences, describe the purpose of the work or research questions that your mentor works on, and what your specific project or work was about.

2. Second Paragraph (third question in the form): Describe *your* contribution to your mentor's work. Include the following details, and aim for around 200 words. *Think about how you would describe your summer to a future employer!*
 - Purpose of the internship, research questions, and desired outcome
 - Overview of methods, techniques/approaches, test, tools, equipment, or procedures used
 - Internship results/conclusions/outcomes (if applicable)
 - Relation of internship to mentor's work, *i.e. Did you have a "stand alone" project and/or was your work part of a larger effort?*
 - Impacts/implications this internship has for the scientific field or future research, *i.e. How does your work relate to other projects or "real world" activities or applications?*
 - New skills and knowledge gained
 - Use action verbs to describe your contributions. See the examples on the next page.

3. Third Paragraph (final question in the form): What was your favorite, most impactful, or memorable part of your internship experience? Elaborate with 2 or 3 sentences, and remember that this paragraph also serves as the conclusion of your summary.

Examples of action verbs:

Designed	Monitored	Analyzed	Maintained	Researched
Investigated	Collected	Improved	Solved	Invented
Performed	Implemented	Explored	Experimented	Prepared
Created	Enhanced	Tested	Cataloged	Evaluated
Constructed	Estimated	Surveyed	Learned	Discovered
Studied	Determined	Built	Implemented	Initiated

Questions? Please contact your teacher monitor or ASE by email (ase@saturdayacademy.org) or phone (503-200-5860).