

## **Explanation of Follow-Up Reports**

(This form can be found at [kellogg.nd.edu/students/current.shtml](http://kellogg.nd.edu/students/current.shtml))

This section is divided by award so please be certain that you follow the requirements for the award you were provided.

**All reports are due by September 1 of the award year.**

All reports should be submitted to the Kellogg office on the provided flashdrive.

*Forms indicated with an asterisk (\*) are available online at [kellogg.nd.edu/students/current.shtml](http://kellogg.nd.edu/students/current.shtml).*

### **Internship Evaluation Form\***

Answer each question to evaluate the organization and your internship. Your evaluation allows the Kellogg Institute to learn about your experience and to evaluate the quality of the experience for both the intern and the organization.

### **Site Information Form\***

This form provides information for incoming interns to help them gain a good idea of what to expect from the internship.

### **Expense Report\***

This form must be filled out as a tracking sheet of your expenses during your travel. It is meant to offer a general idea of your expenses.

### **Final Report**

This is a report about your internship, fellowship, grant, or Quechua program experience. Refer to information below for specific requirements. **Please note that this report will be posted to the Kellogg Institute website.** All reports should be double-spaced with one-inch margins. Please include your name and summer location at the top of the page. Do not include a cover page.

### ***INTERNSHIP REQUIREMENTS***

- **Internship Evaluation Form**
- **Site Information Form**
- **Expense Report**
- **Final Report**

This is a three-to-five-page report about your internship in which you will discuss your experience, what you did for the organization, how successful you think you were at this organization, and how the organization as well as you benefited from the experience. The final report will be posted to the Web to allow potential applicants the opportunity to learn more about what the internship requires. Please include the organization name and location at the top of the first page.

### ***ETW FELLOWSHIP REQUIREMENTS***

- **Expense Report**
- **Final Report**

This is a 1,000-word report which should evaluate the challenges and rewards of pursuing the field project and discuss how the experience informed your understanding of the region.

### ***GRANT REQUIREMENTS***

- **Expense Report**
- **Final Report**

This is a three-to-five-page report reflecting on your accomplishments and challenges in your research. It should also explain your findings in relation to your original proposal and explain what you hope to accomplish with the research you have conducted. Please include the title of your project at the top of the first page.

### ***QUECHUA REQUIREMENTS***

- **Expense Report**
- **Final Report**

This is a three-to-five-page report evaluating your experience in Cuzco, including your evaluation of the program, the professors, and your progress in learning the language.

Interns should be reminded that they are required to schedule a meeting for late August or early September to discuss their program experience with Holly. Students who will be abroad during the fall semester should schedule a phone conversation.