

LTCM 4001

Internship Agency Description

Student _____ Semester/Year _____

Agency
Supervisor _____ Position/Title _____

Agency _____ Address _____

Address the following items as a final report of your internship experience:

- I. State the mission and goals of the agency.
- II. Describe the organizational structure of the agency.
- III. Describe the programs and services offered by the agency.
- IV. Outline the methods used to evaluate the agency's programs and services.
- V. List the major sources of funding streams for the agency.
- VI. Describe how budgeting and fiscal management is addressed by the agency.
- VII. Describe how the agency recruits, selects, and hires personnel.
- VIII. Describe staff orientation and in-service training programs.
- IX. Outline the agency's public relations program and share about any press releases, newsletters, brochures and more.