The following outline is meant to serve as a guide in writing your final report for the Employment Program. Not every point made in the outline will necessarily be addressed in your report, as it might not be applicable. You should pay special attention to proper grammar, syntax, and spelling, as these areas will be taken into consideration when determining your grade. The report, which should be written as a narrative, must be word-processed, single-spaced, 12 point font (preferably Times New Roman), and be approximately five pages in length. If your Employment Program involved more than one job experience, the report must be written for the position held in which you accumulated the most hours. A modified report must be written for one additional job experience if you held multiple positions to fulfill the Employment Program requirement of 500 hours. This additional report should also be word-processed, single-spaced, 12 point font (preferably Times New Roman), and be approximately one-two pages in length.

Main Report Outline

I. Pertinent Information

A. Company Name
B. Company Address
C. Approximate Number of Employees
D. Organization or Management Scheme of Company (describe briefly, particularly with respect to your position in the hierarchy)
E. Name, Title, and Telephone Number of Your Supervisor
F. Description of the Type and Purpose of the Company

II. Your Position

A. Title
B. Training Needed/Received (skills acquired)
C. Your Responsibilities and Role in the Company
D. Evaluation of Skills Utilized (indicate how the specific skills below were utilized and what percentage of time was devoted to each skill)
   i. Administrative
   ii. Leadership
   iii. Interpersonal
   iv. Communication
   v. Self-management
   vi. Communication (verbal and written)
   vii. Organizational Knowledge
viii. Organizational Strategy/Time Management

III. Employment Environment

A. Wet Chemistry
   i. What type of chemistry was taking place in the employment setting?
   ii. What types of chemicals did you utilize?
   iii. What types of safety protocols and procedures were you utilizing?
   iv. Did any of your DVC education (lecture/laboratory) assist you in carrying out your duties?

B. Instrumental Analysis
   i. What type of equipment did you utilize in the performance of your job duties? What was its purpose?
   ii. How did the company maintain and ensure quality control/quality assurance of their equipment?
   iii. Did any of your DVC education (lecture/laboratory) assist you in carrying out your duties?

C. Problems Encountered
   i. Were there any technical problems associated with your position?
   ii. Were there any personnel/interpersonal problems associated with your position (e.g. managerial or teamwork)?
   iii. Were there any philosophical problems associated with your position (e.g. ethics)?
   iv. How would you address the aforementioned problems (if present)?

IV. Summary

A. What did you like best about the employment experience?
B. What did you like least about the employment experience?
C. Would you consider this type of work as your career? How applicable was the position to your anticipated career path? Did the position affect the goals you had set for yourself?
D. Was this a successful company/business?
E. Provide suggestions for the improvement of the company/business that you have not already provided in Section III.
F. Evaluate your overall experience and where you are headed.
   i. How did this position fit in with your personal development plan?
   ii. Analyze your current skills, looking at both what you learned at DVC and on the job. Are they adequate to support your choice of career pathway?
   iii. Critique both your strengths and your weaknesses.
   iv. Based upon your job performance, indicate how you will increase your strengths and improve upon your weaknesses.
   v. What is the primary benefit you see in the entire Employment Program experience?
   vi. What one facet of the Employment Program experience would you like to see changed or improved?