

Internship Report Requirements

10 pages at least (min. word count (3,000-summer internship,5, 000-whole semester internship) in English, with standardized format and cover page. In addition to basic forms paperwork (photographs, contracts, weekly work schedule, agreements, etc. included in the appendix)

Possibly including various (separate) sections / addressing the following points:

1. What was your daily routine in your internship? Did your role vary throughout the internship? What were your duties? Who did you report to? How did your role benefit the internship organization?
2. How did you use knowledge and skills from your degree in your internship? Did you utilize English skills on a regular basis and did your English communication skills improve?
3. What training did you receive at the beginning/throughout your internship? Did your mentor/supervisor provide guidance and support?
4. What employability skills did you learn / develop during your internship (e.g. teamwork, leadership, problem solving, critical thinking, decision making etc.)? How do these skills contribute to your future career goals?
5. Were you given a specific problem/issue to address or solve as part of your internship? Can you make any suggestions or recommendations that would improve the functioning of your internship organization?
6. Company history, background, products/services/competitors/industry profile
7. A one-page poster which summarizes all the above must also be submitted

Poster template will be provided to students