

a.9 Internship report guidelines for the students

Report Format and outline of final Documentation

Executive Summary

It is known that the purpose of internship report is for students to describe their accomplishment and demonstrate what they learned through participation in the intern period. It's an opportunity for the students to express in writing the nature of the work experience performed and learning attained from performing specific tasks while working in professional environment. Thus reporting the result obtained (Knowledge gained) from internship is as important as conducting the internship.

Students are expected to submit the following reports with In the deadline stated by the department

- Weekly Reports.....as appendix (I)
- Monthly Reports.....as per the standard reporting format i.e. it should include
 - Introduction
 - Objective
 - Detail Tasks Executed or Observed (Compilation of weekly report in paragraph form) and
 - Conclusion..... For further inquiries you can consult with the department (Mentor) and the cover page is presented on appendix (II)
- Final Report (Document)....as appendix (III)

Appendix I: Weekly Internship Activity (Weekly Report)

Name of Intern: _____

Intern ID No: _____

Mentor's Name: _____

Department: _____

To Be Filled By The Company

Accepted By The Company Supervisor: _____
(Date, Full Name & Signature) _____

Comments: _____

Official Stamp And Date: _____

Use the describing for the daily activities

Week No: _____ Dates: _____ to: _____

Days	Activities
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Signature of the company supervisor: _____ Date: _____

Appendix II: Monthly Internship Report

Name of Intern: _____

Intern ID. No: _____

Mentor's Name: _____

Department: _____

To Be Filled By The Department

Submission Date: _____

Accepted By The Company Supervisor : _____

(Date, Full Name & Signature) _____

Comments: _____

Appendix II: YOUR FINAL INTERNSHIP REPORT NEEDS TO INCLUDE THE FOLLOWING MAIN ISSUES:-

- 1. A cover page describing the following items:**
 - Your name
 - The name of your university, faculty and department
 - The name of your internship hosting company
 - The duration of your internship
 - The date of the submission of your report
- 2. 3-5 inner preliminary pages describing the following items :**
 - Declaration of the student and the approval of the mentor and the supervisory
 - Acknowledgements {if any}
 - An executive summery {only one page}
 - List of tables and figures {if any}
 - Table of content
- 3. 1-2 Pages Introduction**
- 4. 7-10 pages describing the background of your internship hosting company, including :**
 - Its brief history
 - Its main products and service
 - Its main customer or the end user of its products or service
 - Its overall organization and work flow
- 5. 15-20 pages describing your overall internship experience ,including**
 - How you get into the company
 - In which section of the company you have been working in
 - How does the work flow in the section look like?
 - Which work tasks you have been executing?
 - What procedure you have been using while performing your work task
 - How good you have been in performing your work task
 - What challenges you have been facing while performing your work task
 - What measures you have taken in order to overcome these challenges
- 6. 5-10 pages describing the overall benefit you gained from the internship , including**
 - What you gained in terms of improving your practical skill
 - What you gained in terms of upgrading your theoretical knowledge
 - What you gained in terms of improving your interpersonal communication skill
 - What you gained in terms of improving your team playing skill
 - What you gained in terms of improving your leadership skill
 - What you gained in terms of understanding about work ethics related issues
 - What you gained in terms of updated software
- 7. 3-5 pages describing your conclusion and recommendation**
- 8. References**
- 9. Appendices**