**MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

Internship Report

Name of the Organization (Where you have completed your Internship Training) (Bold, 16 Maiandra style)

Submitted By (Bold, 16 font, Maiandra style)

Student ID:

Programme:

Date

**Format of the Internship Report**

1. **Acknowledgements**

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the employees, department, instructor, family, or any other person).

1. **Executive summary (Note: Half a page maximum)**

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, you should briefly mention everything important that you have done, discovered and concluded.

1. **Table of contents**

List the important section titles and sub-titles in the report with their respective page numbers in a tabular format.

**4. Overview of the host organization (Note: 3 pages maximum)**

a. Brief history

b. Business size

Note: Students are expected to collect information from various sources such as within the organization (managers, internship supervisors, employees and other concerned persons) as well as the organization’s website, documents, brochures, etc. However, it is necessary to mention the sources of information. **Also, the description should be in your own words.**

**5. Plan of internship program (Note: 1 page)**

a. A brief introduction of the branch or department where you performed your internship

b. The starting and ending dates of your internship

c. The names of the departments in which you obtained training and the duration of your training in these departments.

**6. Training program (Note: 4 pages)**

Duties and responsibilities performed: Provide a detailed description of the duties and responsibilities that you have performed during your internship either on a daily or a weekly basis. Describe in detail the project(s) (if any) that were assigned to you during your internship program. On the other hand, the log book states briefly the tasks performed for each week with a signature from your supervisor.

**7. Learning Experiences (Note: 2 pages)**

**a. Knowledge acquired**: Briefly describe the knowledge you gained through your training experience and relate this knowledge to what you learned in any specific courses at School. Note: 'knowledge' is information, facts or understanding about something.

**b. Technical skills learned**: Describe the technical skills and any career-specific abilities that you gained during your internship. Also discuss any of the skills that you learned as part of courses at the Department of Computer Science and Information Technology of MUST that were helpful during the training. Note: ‘skill' means that one is able to do something e.g. programming using the PHP Laravel framework

**c. Soft skills learned**: Describe the manners, mindsets or values that you found and you perceive to have gained in your internship, for a successful career (e.g. team work, hard work, dependability, honesty, etc.)

**d. The most challenging task performed**: Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it. Note: Sections 6, 7, and 8 are important sections of this internship report. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. Also note that descriptions given in bullet points will NOT BE ACCEPTABLE: you must provide explanations.

**8. Problem Identification and Solution (Note: page limit 2 pages)**

Students must identify a strategic/operational problem either related to their major or overall company/organization and propose a solution. Your analysis should keep in mind the page limit. You are NOT required to provide a whole report on the problem, you are required to be precise as possible.

a. Problem identification: Clearly identify and describe the problem in detail

b. Consequences of the current problem: Identify how the current problem is affecting the company/organization and detail the consequences.

c. Solutions: Suggest a solution to the problem. You need to elaborate and document your solution with either prior research or based on your program of study. You need to properly reference whatever sources you use in forming the solution.

**9. Conclusion (Note: 1 page )**

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience. Note: Sections 4-11 are NOT expected to be copied from anywhere. You must provide information in these sections based on your personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report will be completely rejected as per the Policies of the university.

**10. References and Sources Used**

Provide all the references and sources that you have used in your internship Report.

**11. Appendices**

If necessary, students may provide any additional information that is relevant to their report and reference should be made to it in the report.

**General Instructions for the report:**

Complete all the required parts as stated in the Internship Report Template. Remember: DO NOT skip any part since each part is important.

There should be harmony between the ideas that you describe throughout the report (e.g. in the internship experience, conclusions and recommendations).

The Internship Report should be submitted within the due date for assessment through the Departmental WIL Coordinator. Submissions made after due date will not be considered.

The Internship Report should be typed with the following formatting:

* Font size = 12
* Font style = Maiandra
* Double Space
* Electronic copies must be in PDF format