



ACCRA INSTITUTE OF TECHNOLOGY

The University of the Future

INTERNSHIP REPORT GRADING SCHEME

Name of Student: _____ Student ID: _____

Email: _____ Phone No: _____ Date: _____

Topic: _____

KEY GRADING POINTS

A	PRELIMINARIES	MARKS ALLOTTED	SCORE	FURTHER COMMENTS IF (ANY)
1.	Title page	2		
2.	Acknowledgements and Endorsement	3		
3.	Executive Summary	8		
4.	Table of contents	2		
B	MAIN TEXT (Introduction, Body, Discussion, Conclusion and Recommendations)	30 Marks		
5.	Background of the Company and Department for internship	8		
6.	Job performed during the internship period	5		
7.	Relevance of your Internship to Area of Study	12		
8.	Conclusion, Summary and Recommendations	5		
C	REFERENCE MATERIALS (References, Glossary, Appendices)	5 Marks		
9	Referencing (APA Style)	2.5		
10.	Glossary and Appendices	2.5		

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Name and Signature of Office

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Date