

## **Internship Student Report - Guidelines**

### **Report Format**

- Text font: Times New Roman.
- Text size: 12 pts.
- Line spacing: 1.5.

### **Outline for Internship Report**

#### **Description of the company/organization**

This section should contain the following points:

- Give a brief history of the company (mission, vision, values and strategic objectives), mailing address and relevant web links.(if available)
- Provide a chart of the internship's organization and/or department .(if available)
- Indicate the sector that the company/institution operates in and specify the products and services produced.

#### **Internship activities**

This section should present the activities performed during the internship period:

- Explain your assigned internship tasks.
- Describe working conditions and functions: Describe your typical working day and unusual working days (field trips), other team members or co-workers and their function in relation to you.
- Which working tools, equipment and software did you use or generally used in the organization?
- Did you do some research? If yes, describe the research task and experiments you have performed or observed during the assigned tasks.
- Show some work samples that you have encountered/conducted at the company through graphs, pictures, analyzing data, drawings, or design calculations and include them in your report after notifying your supervisor.

#### **Evaluation of the internship**

This section should answer the following questions:

- What skills you think that you have gained from the internship?
- Did the internship meet your expectations? If not, explain why.
- How do you think the internship will influence your future career plans?
- How do you think the internship activities that you carried out are correlated with your studies?
- Which of the academic courses that you have taken in GUC were the most related to your internship?
- Would you recommend this company/organization to other GUC students?

#### **Conclusion of the report**

This section should include:

- A summary of key conclusions derived from the internship experience.
- General observations about the sector in which your internship company/institution operates.

#### **References**

Provide references for any information quoted (If available)

#### **Appendices**

Provide charts, pictures, etc. (If available)

\* Kindly note that any activities or information which have been classified by the company as being "confidential" are not to be shared.