**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 34**

**DEPARTMENT OF COMPUTER SCIENCE**

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**INTERNSHIP 2024-2025 REPORT FORMAT**

Student internship provide opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, or gain credit for their course. Internship positions are available from businesses, government departments, non-profit groups and organizations. The student is encouraged to find a place and to the internship to gain experience.

**Contents of the Internship Report**

**Acknowledgement**

**Certificate**

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**Chapter 2 Summary of the Internship**

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**References**

**1. Front Page**

Front page should display: College Logo, Student name, internship start and finish dates, number of internship days, type of internship (software development/software testing/web development/web interface designing/ web hosting/mobile app development/game app development /database administrator/cyber security/multimedia designing/hardware services/network administration), Organisation/company/institution name.

2. **Acknowledgement**

Duly acknowledging the different personals helped during the internship programme

3. **Certificate**

A certificate of internship received from your internship organisation duly signed and stamped by the authorised signatory must be attached.

**4. A Brief Executive Summary of the Internship**

A one page summary of the company/institution and a short account of the major activities carried out during the internship period.

**5. Company/institution/Organisation Profile**

This section should answer the following questions:

5.1. What is the full title of the company/institution? Give a brief history of the company, full mailing address, Contact number and relevant web links (if available).

5.2. What is the sector that the company/institution operates in? Specify the products and services produced and offered to its customers.

5.3. Who are regarded as the customers of your internship company/institution (consider the end users, retailers, other manufacturers, employees, etc.)?

5.4. Provide an organization chart of the company, along with information on the number of employees.

5.5. Provide a list of functions performed by the IT/EDP department in your internship organization.

**6. Internship activities**

This is the main body of your report. You should present the activities performed during the internship period.

**7. An assessment of the internship**

In this section you should answer the following questions

7.1. What kind of responsibilities you have undertaken during the internship period?

7.2 What skills and qualifications you think that you have gained from the internship?

7.3. How do you think the internship will influence your future career plans?

7.4. How do you think the internship activities that you carried out are correlated with your classroom knowledge?

**8. Conclusions 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

**9. Appendix**

Supplementary material (charts, graphs, pictures, computer codes, etc.)

**10. References**

***Rules for writing the internship report:***

* Do not write theoretical excerpts from textbooks! Describe what you exactly did there and what experiences you have gained throughout your training.
* The internship report should be between 20-30 pages.
* The internship report should be either neatly typeset in Times New Roman Font with font size 12 or written in handwriting, and each page should contain about 25 lines.
* The internship report should be original, no photocopies are accepted.
* You can include graphs, pictures, data, drawings, or design calculations in your report; however, they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.

**The students are informed that they should prepare and submit the internship report word document on or before 23-Jan-2025 to get it corrected by their respective guide (before binding it) and submit it in PDF format.**