

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY – HO CAMPUS

INTERNSHIP REPORT FORMAT

Part A:

- i. Acknowledgement
- ii. Abstract

1. Introduction

- i. Purpose of internship
- ii. Vision and Mission of the organization
- iii. Location of the organization

2. Body

- i. Significance of the internship to student
- ii. Lessons learnt by the student
- iii. Contribution of student to the organization's goals
- iv. Challenges faced by the student
- v. Challenges faced by the organization

3. Recommendations

4. Conclusion.

Part B:

Font Type: Times New Roman

Font Number: 12

Line Spacing: Two (2) line spacing

Alignment: Justify

Number of Pages: Between 10 and 15

NB: Report should be comb bounded