School of Business Administration

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| **INTERNSHIP REPORT CHECK-LIST** |

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| **STUDENT** | | Achraf Kabbour | | | | |
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| COMMENTS | | |
| Executive Summary | | |  |  | | |
| Part 1 | A description of the business environment | |  |  | | **18/ 20** |
| Part 2 | A description of the business problem or issue relevant to the employer’s business | |  |  | | **18/ 20** |
| A discussion of the methodology used | |  |  | | **17/ 20** |
| A study and analysis of the business problem/issue/opportunity | |  |  | | **17/ 20** |
| Recommendations and/or Solutions | |  |  | | **17/ 20** |
| Conclusion | | |  |  | | |
| Appendices and List of References | | |  |  | | |
| Overall Report Grade **87 / 100** | | | | | | |
| **ACCEPT** (please chose one of the following)  As it is Minor Revisions (\*) Major Revisions (\*) | | | | | **REJECT(\*\*)** | |
| (\*) Please indicate the minor or major revisions in the general comments area  (\*\*) A student’s report may be rejected only after the student was asked to make minor or major revisions to his/her report, and he/she was unable to implement the requested revisions. If the report is rejected, the student will not be able to present his/her work and will automatically fail the course. | | | | | | |

**General Comments: (please add more sheets if needed)**