



INTERNSHIP REPORT

<Batch Month/Year E.g. January 2013>



[DATE]

STUDENT NAME:

STUDENT NUMBER:

TABLE OF CONTENTS

1	INTRODUCTION	2
1.1	COMPANY OVERVIEW	2
1.2	PROJECT OVERVIEW.....	2
1.3	GLOSSARY	2
2	INTERNSHIP INSIGHT.....	3
2.1	OBJECTIVES.....	3
2.2	PROCEDURES.....	3
2.3	METHODOLOGY	3
3	LEARNING OUTCOME.....	4
3.1	LEARNING.....	4
3.2	MEASURABLE OUTCOME.....	4
3.3	EFFECTIVENESS OF THE EFFORT	4
4	SAMPLE WORK	5
4.1	<SUB TITLE 1>	5
4.2	<SUB TITLE 2>	5

1 INTRODUCTION

1.1 Company Overview

Please give a brief description of the organisation and the department you carried out your internship.

1.2 Project Overview

Please give an overview of the project(s) that you worked during your internship period

1.3 Glossary

Following are the abbreviations and definitions used in this document.

Abbreviation	Description

2 INTERNSHIP INSIGHT

2.1 Objectives

Please describe the company's objectives for the internship

2.2 Procedures

Please describe the procedures followed during the internship

2.3 Methodology

Please describe the methodology you used during the internship

3 LEARNING OUTCOME

3.1 Learning

Please describe what student learned during the internship period

3.2 Measurable Outcome

Please describe the measurable outcomes of the project

3.3 Effectiveness of the Effort

Student should describe how effective was the effort he spent by drawing the analysis of the experience gained during the internship period with classroom material he studied

Also, student can describe what might have been done differently if the same internship was provided again

4 SAMPLE WORK

4.1 <Sub Title 1>

4.2 <Sub Title 2>