ITEC897-ITEC898 Final Report structure

1. The organization: name, location, objectives (product, service), structure (size, divisions, personnel, etc.), history, company policies, philosophy, financial data. Please see details below.
2. An overview of the field/industry: growth, dynamics, current trends economic situation. Details below.
3. The work assignment: your duties and responsibilities, the means at your disposal to accomplish your assignment, your working conditions (physical setting, hours, benefits), general atmosphere, co-workers and how they interacted with you. Can you describe the “corporate culture?”
4. The project/tasks: this is to be discussed and decided upon with your supervisor.
5. The internship experience: reasons for the choice of this internship, results (completion of projects, acquisition of new skills, application of classroom learning in a professional context).
6. Evaluation of the internship experience: comparison of expectations with actual results, whether you feel better equipped to enter this field/industry as a result of this internship, contribution towards future choices –postgraduate school, career, etc.

Information about the company/organization

Sources such as industry publications, company newsletters and other documents, and interviews with key personnel can help you acquire a deeper understanding of your employer. In the private sector, the annual

report in particular will provide the following information: current objectives and policies, organization, forecast of anticipated growth, accomplishments, description of operating divisions, financial review,

contributions to the industry or field. A comparison of the two most recent annual reports can be especially revealing. In the case of an internship in a public service area, mission statements, fundraising documents, and miscellaneous reports can clarify specific organizational aims and objectives.

Information about the field/industry

Your report should present information about the history, traditions, organizations, products, and expected growth of the field or industry in which you are working. Where relevant, current issues, developments, and the effect(s) of political and economic trends on the field or industry should be included.