**INTERNSHIP**

**FINAL REPORT**

**Name:** *[Name of student, class]*

**Tutor:** *[name of tutor]*

**Supervisor:** *[name of supervisor, email and phone number]*

**Internship performed at** *[name of company]*

*[insert logo of the company]*

**Date: *[from …. to …]***

**Table of contents**

**Acknowledgment**

1. **INTRODUCTION [10 points]**

|  |
| --- |
| Write an introduction of your internship including:   * Short description of your company * When do you start and end? How long is the internship? * Your personal objectives and expectation of internship? What do you want to accomplish and learn from your internship? |
| ………………………… |

1. **COMPANY OVERVIEW [10 points]**
   1. **company history [3 points]**

|  |
| --- |
| Describe about the history of your company: (Where, When, Why, and How is your company created?) |
| ………………………… |

## company sector [5 points]

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| --- |
| Describe what sector is your company, what problems is its solving, what service/products does it offer, who is their customers? |
| ………………………… |

## Organizational chart [2 points]

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| --- |
| Describe the people and their roles/tasks in your company or/and your team |
| ………………………… |

1. **INTERNSHIP EXPERIENCES [25 POINTS]**
   1. **INTERNSHIP ACTIVITIES [5 POINTS]**

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| --- |
| List down all activities you carried out during your internship |
| ………………………… |

* 1. **INTERNSHIP DETIALED DESCRIPTIONS [20 POINTS]**

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| --- |
| Focus on 1 main activity and descript it in details based on info below. (At least 300 words)   * What problems/needs does the activities resolve? * What steps are needed to complete the activity above? (Ex: analysis, design, implementation, presentation) * What is the result of the activity? |
| ………………………… |

1. **PERSONAL REFLECTION [25 POINTS]**
   1. **TECHNICAL SKILL LEARNED/APPLIED DURING INTERNSHIP [8.5 point]**

|  |
| --- |
| What technical skills did you learn and/or applied during your internship? Describe how you learn and apply your skill during your internship. (Use your real example) |
| ………………………… |

* 1. **PROFESSIONAL SKILL LEARNED/APPLIED DURING INTERNSHIP [8.5 point]**

|  |
| --- |
| What professional skills did you learn and/or applied during your internship? Describe how you learn and apply your skill during your internship. (Use your real example) |
| ………………………… |

* 1. **PROBLEM SOLVING [5 point]**

|  |
| --- |
| What difficulties have you encountered during your internship? And how do you solve them? (Use your real example) |
| ………………………… |

* 1. **FUTURE CAREER [3 points]**

|  |
| --- |
| Before starting your first job, what technical and professional skills that you need to develop, and how do you plan to develop them? |
| ………………………… |

# CONCLUSION [10 points]

* 1. **FIVE YEAR PLAN [5 POINTS]**

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| --- |
| What is your five years plan after PNC? (Education, and Career Plan) |
| ………………………… |

* 1. **RECOMMENDATION [3 POINTS]**

|  |
| --- |
| Would you recommend next generation of PNC students to intern at this company? Why and Why not? |
| ………………………… |

* 1. **FEEDBACK AND SUGGESTION [2 POINTS]**

|  |
| --- |
| Do you have any suggestion or feedback to improve the internship program for next year? |
| ………………………… |

# APPENDIX [2 points]

# DOCUMENT IN APPENDIX [2 POINTS]

|  |
| --- |
| Please attached with Thanks Letter and your last worklog |
| ………………………… |

# ENGLISH PROFICIENCY [9 POINTS]

|  |
| --- |
| Do you write clearly in standard English: vocabulary, syntax, grammar, punctuation...? |
| ………………………… |

# FORMAT [9 POINTS]

|  |
| --- |
| Are you following format correctly? (Company logo, cover page, format, layout, fonts, margins, ... |
| ………………………… |