

1. Cover/Title Page
  - 1.1. Student Name / ID / Faculty / Program / Year
  - 1.2 Internship Start-Finish Date:
  - 1.3 Company/Institution Name
2. A Brief Executive Summary of the Internship
3. Table of Contents Page
4. Details of the Internship
  - 4.1. Description of the company/institution
    - Brief description of the company, industry/sector and address.
    - Company history and company links (parent companies or sub diaries).
    - Organisation of the company; number of employees, size or volume of the company, control monitory mechanism.
    - The nature of company activities (products, services etc.)
    - Internship department including the name and position of your company supervisor.
  - 4.2. Overview of the Internship Project
    - Description and the content of the Project.
    - The technical aspects and details of the project.
    - Activities performed during the internship
    - The contribution of the project to the company / institution
    - Coordination and flow of your project in the company during the internship
    - Problems you have encountered in handling your project or jobs assigned.
    - Final Status of the Project (whether it was finished or it is continuing) and the tasks which might be done in the future for this Project.
  - 4.3. Experience gained during the internship period
    - What you have learnt about the operation of organisations.
    - The level of responsibility given to you by your employer for the project.
    - Skills and Qualifications you think that you have gained from the project and internship.
    - Understanding of the various aspects of professional work.
    - Your thoughts about how the internship might influence your future career plans.
  - 4.4. Objectives/Expectations and Achievements/Reality of the internship.
    - Comparison of objectives/expectations and achievements/reality of the internship.
    - How strong is the correlation between this experience and your classroom knowledge. Did you experience really what you have studied?

## 5.Final Assessment and Conclusion of the Report

- Summary of key conclusions derived from experience.
- Recommendations to the other students.

6. Appendices and supplementary materials (Charts, graphs, etc.)

7. Reference Page