

Outline for an Internship Report

Part one (maximum of 7 pages)

- Cover page
- Declaration
- Acknowledgements (If any) - only one page
- An executive summary - only one page
- Table of content
- List of tables and figures (if any)

Part Two

Company Background: maximum of **7 Pages** describing the background of your internship hosting company, including:

- Its brief history
- Its main products or services
- Its main customers or the end users of its products or services
- Its organizational structure
- Its work flow in each departments or functional units of the factory

Part Three

Internship experience: (8-12) **Pages** describing the overall benefits you gained from the internship, including:

- In which section of the company you have been working and why?
- Which **work tasks** you have been executing
- What types of **Engineering methods, tools and techniques** you have been using while performing your work tasks.
- What major **challenges** and **problems** you have been facing and **identifying** while performing your work tasks.
- What measures you have taken (**propose as a solution/recommendation** for the identified problems out of the problem selected for project work) in order to overcome these challenges and problems, etc.
- What you gained in terms of improving your practical skills
- What you gained in terms of upgrading your theoretical knowledge
- What you gained in terms of improving your team playing skills
- What you gained in terms of improving your leadership skills
- What you gained in terms of understanding about work ethics issues, industrial psychology and related issues.
- What you gained in terms of entrepreneurship skills
- What you gained in terms of improving your interpersonal communication skills
- Recommendation and conclusion on your internship experience

Part Four

Project Work for the selected main problem (**10 - 20 pages**)

- Summary of the project
- Problem statement & Justification
- Objective of the project
- Methodology
- Analysis, Results and discussion
- Proposed solution
- Conclusion and recommendation

Part five

General conclusion and Recommendation

References (including company documents and annual reports)

Appendices

Cover page template



Bahir Dar University
Bahir Dar Institute of Technology
[Faculty]
[Department]

Internship Report

[Hosting Company]

[Project Title]

By: [Student Full Name]

[ID No.]

Mentor: [Instructor Full Name]

Company Supervisor: [Full Name]

Date: [submitted date]