

INTERNSHIP REPORT & PRESENTATION GUIDELINES

Students are required to submit a **written report** which will constitute **60%** of their summer practice course grade. They will also make a **15-minute presentation** which will be worth **10%** of their summer practice course grade. The deadline for report submission is the 4th Friday of the term. The presentations will be held in the 6th week.

The written report will be graded based on its **content, clarity, format and business language**.

Format:

- Times New Roman, 12 pt., double-spaced, 2.5cm margins from each side, 8-10 pages.
- The cover sheet, references, tables, charts, diagrams are not included in the page limit.
- The written report should be free from grammar and spelling mistakes.
- The language of the written report should be formal.

Content:

PART I: Detailed Information about the Institution

- Name, Address, Mission and Vision, History of Establishment, Number of Employees, Organizational Chart
- National and/or international relevance and significance
- Goals and aims reached or to be reached

PART II: Description of the Institution's Department and Its Functions

- The institution's functions performed by the department where the trainee worked
- The number of employees and their job descriptions in the department
- Explanation of the daily activities performed by and in the department
- The success criteria, performance goals and national and/or international relevance of the department

PART III: Assessment of the Internship Experience

- Description of the problems the trainee saw within the institution or the institution's workings
- Reporting of the responsibilities undertaken by the trainee
- Revealing of the specific contributions of the student to the institution's workings and of the institution to the student's skills
- Portrayal of the positive and negative sides of the internship experience