



## INTERNSHIP REPORT FORMAT AND CONTENTS OUTLINE

1. Cover page should include the following:
  - a. Name of university, college and department
  - b. Title: it should be indicative of internship experience
  - c. Employer name
  - d. Name of internship advisor
  - e. Name and ID number of student
  - f. Submission date
2. Executive summary (in one page)
3. Acknowledgment
4. Detailed table of contents
5. Introduction
6. Company background: should describe the nature of the company's activities, size, vision, mission, and organization chart focusing on the unit which you have been working at.
7. SWOT analysis
8. Organizational marketing strategy
9. Organizational competitive strategy
10. Job history: A table showing major assignments and the timeframe for each and narrative description
11. Technical part reflecting actual projects undertaken or problems handled and methodological used, limitations, finding, and suggested solutions
12. Evaluation of the internship experience
13. Summary of findings and recommendations
14. Conclusions
15. List of references
16. Appendices (all other documents submitted such as Log Book, progress reports)