**Instructions for Written and Oral Internship Reports DN MADE L1, L2**

Mention: Name, Student Email, Student ID #,Student Specialty, Supervisor Name (at work site),Supervisor Email (at work site),Dates of Internship

**General Instructions**

Each student intern should prepare a final written report and an oral presentation, both summarizing and evaluating their internship experience. The written report should be typed, double-spaced **(format**), and should not exceed five pages (**length**).

**Content:**

**Suggested Outline for Paper**: 4 parts

1. Introduction (2 to 3 paragraphs)

Describe the internship in general terms.

Include the name of the company, location, identify its principal lines of business, state its size, assets, number of employees, and other such information.

This section should include references to websites, texts, journal articles, and other information that provides background information about the employer business.

Describe how the department or function you worked in fits into the company as a whole.

Provide specific details about the internship.

State the average number of hours worked each week, name and title of supervisor, and the overall duration of the internship.

Were there other interns? Mention the role of mentors/ supervisors, teams, and other technical staff for students.

PANDEMIC PROTOCOLS?

2. Learning Objectives/Tasks Worked On (1 or 2 pages) = **GOALS**

This section of the report should identify the learning objectives of the internship agreed upon by student, employer, and representatives of the school.

In addition, it should describe the specific aspects of the work tasks, activities and responsibilities assigned to you.

Tasks should be described in terms that will permit to understand how the work relates to professional practices.

3. Representation of Completed Tasks (1 or 2 pages) **STUDENT’S ROLE IN GOAL ACHIEVEMENT**

Give specific examples of tasks that you completed (e.g. website, advertising/communication tools, training procedures, etc.)

**Day-to-day responsibilities** – Describe routine work including purpose, procedures, equipment, frequency, etc.

**Projects** – Describe projects requiring extended duration of work time to complete, working in teams, use of special equipment, etc. Describe the goals, technical experience required, problem-solving approaches, Provide the technical conclusions or suggestions for improvement, and if incomplete, when this project will be finished.

**Special Assignments** – Describe any work that you were assigned that was outside the basic job description. For instance, if you were asked to take part in meetings or travelled to another site to perform duties.

4. Evaluation (1 or 2 paragraphs) = CONCLUSION

Provide your own evaluation of the internship.

Indicate if it was successful( based on the following criteria).

Was it intellectually challenging?

Were you allowed to use your own abilities?

Would you recommend a similar internship for another student?

How did it affect your career goals?

**Suggestions for Improvement** – Provide any suggestions for improving the internship assignments or other important factors to consider

**Acknowledgements** (NOT NECESSARY) Use first person to give credit or show appreciation for help

**Submission**: refer to deadlines

**Oral Presentation – use your written report or notes**

The presentation should highlight the contents of the written report and be presented in a very professional manner (e.g. PowerPoint presentation, additional visual aids, student’s dress and attitude in answering questions).

The talk should last no longer than 10 minutes, with questions and answers in the first year, 20 minutes in the second year.