

# ING 3 - ENGLISH - INTERNSHIP REPORT - GUIDELINES

Write a formal report on your Summer 2014 internship.

Length should be between 6 & 10 pages excluding title page, table of contents, bibliography, annexes etc.

## Objective

Explore and communicate on experience and issues raised during Summer internship.

Assimilate academic writing skills and show general improvement in English writing skills (style and language).

Clarity and articulate development will be expected and will constitute grading criteria for style.

Vocabulary, punctuation and grammar will constitute grading criteria for language.

## Authenticity

All information and quotes included in the report must be referenced by footnotes and/or a complete bibliography.

Under no circumstance, can text from a source other than the student be inserted without referencing.

Plagiarism will be taken very seriously and will lead to a grade of zero.

## Introduction

Your introduction should include a ***short description of the company, the business sector and your position.***

## Body of the report

Your report should then focus on ***what you achieved and what you contributed*** to the company rather than a bland account of company or departmental activities.

You should also include your ***personal appraisal of life within the company.***

Points to consider can include the following. Please note this is neither an exhaustive list nor a strict format you need to follow.

Were you set objectives? How did you approach tasks? Did you meet your goals?

What concrete results did you obtain?

What aspects of your work did you find particularly stimulating or challenging?

What did you learn?

Describe your positive contributions to the company.

Were any areas of your remit disappointing?

What aspect of your internship are you the most proud of? Why?

Which areas of your work are you satisfied/dissatisfied with? Why?

Which areas of your work do you feel require improvement?

Did you identify areas of the organization that require improvement?

Describe your working relationship with your superior. How did he/she monitor your work, guide and motivate you? How was he/she perceived by your colleagues?

You can discuss how you adapted to the work place, interacted with permanent members of staff and built professional working relationships.

Present your experience of team-working and leadership.

You may wish to include your impressions of corporate life, management and staff relations.

How is remuneration calculated? Does the company offer a complete remuneration package with benefits and perks? Were you included in this system?

Does the company run a share system? If so, does this influence how staff work and their levels of motivation? If not, why not and could such a system be envisaged?

How would you describe the corporate culture of the business?

Did the reality match the blurb?

What provisions are made for staff training and development?

Are you aware of any areas that you personally need to work on before embarking on your professional career?

### **Conclusion**

Give an ***honest evaluation of your experience*** and indicate whether you see any future openings for you in the company/sector.

**LAST SUBMISSION DATE FOR REPORTS : FRIDAY 21 NOVEMBER 2014**

**ANY WORK SUBMITTED LATE WILL BE GRADED OUT OF 12.**

