

ING 3 - ENGLISH - INTERNSHIP REPORT - GUIDELINES

THREE STRATEGIES

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.

You have recently completed an internship in-company and had the opportunity to observe over several months the day-to-day operations of a business or department. You may have participated in on-going projects or led the creation and launch of new missions.

Looking to your future career, you will no doubt integrate or set-up a company at some point. You will not just take on responsibility for a one-off project or participate in ongoing departmental activity, but will also contribute ideas for future development of the business in the short and the long-term. This will require overall vision, creativity, a sense of anticipation, in-depth knowledge of the sector and forward-thinking.

*Prepare **3 ideas** which you believe will advance the business of your internship company in its daily operations and future development. Only one idea can be linked to the internal IT operations.*

*In which areas do you feel the company should develop?
What changes would you recommend to improve internal organization?
Should some sectors of the business be closed down or expanded ?
What are the profitable areas that should receive more focus?*

You can consider HR, finance, production, sales, distribution, relocation, R&D

The list of areas that may require change to move the company forward can be long and the above list is non-exhaustive.

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 THREE STRATEGIES

Choose 3 strategic ideas which you feel will help the company develop and improve current operations. Make sure you have researched your strategies well. Back them up with clear facts and figures. Use your inside knowledge of the company and your insight to the business sector to explain clearly the rationale behind your proposals.

Conclusion

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

LAST SUBMISSION DATE FOR REPORTS : FRIDAY 20 NOVEMBER 2015
ANY WORK SUBMITTED LATE WILL BE GRADED OUT OF 12.