

# **Guidelines**

## **Internship Report**

### **1. Objective and goal**

The purpose of the Academic Internship is to bring into practice the academic skills which you acquired during your academic study programme. Within the academic internship it is not only a goal to work inside an organization and help, contribute or support the management, but also to apply and expand your academic knowledge and skills.

### **2. Structure of the internship report**

The internship report consists of the following chapters:

#### ***A. Abstract (A maximum of 200 words)***

An abstract will be placed on the FBA website and therefore should not include any confidential information.

## ***B. Contents***

### *i. Description of organization*

It should include the structure of the organization including

- the structure of the organization i.e. organizational chart,
- financial structure,
- the main product or service line.

### *ii. Description of your activities (you can include Pictures, videos or other material)*

- What was the main problem which had to be addressed in the organization?
- If you have addressed more than one problem, how were these problems related?
- What have your expectation from the internship programme.
- Present the work plan that you followed.
- Describe the activities which you performed
- Describe the background of the organization in which you performed your internship (main activities, location etc.).
- Describe the background of your supervisor, particularly his/her position in the organization.
- Describe the frequency of meeting with your supervisor(s) and their main content.

### *iii. What have you learnt.*

- What was/ were the goals of the internship?
- For the organization in which you operate, what did your internal supervisor wish you to do/to study?
- For yourself, what learning effects did you expect from the internship before you started it?
- . What were your personal goals?

*vi. Conclusions and Discussion*

- Is your expectation deviate from your original plan;
- what is your most impressive or unforgettable activities that you included during the internship period)

*vi. Recommendations*

- Will you recommended your peers to join the internship programme,
- What do you suggest to improve the internship programme.

*vii. Self-assessment*

Present the existing knowledge (theories, literature) that you have used to carry out your internship assignment including

- Did you reach the academic goals which were set in advance?
- Did you reach your personal goals which were set in advance?
- Did the internship contribute to your academic and personal development?
- How do you value the overall results of the internship?

### **3. Format for submission**

The preferred size of the report is 10 pages in A4 paper in font 12 new roman times. The language is English. If the results are confidential, the report will only be handed to the supervisor and to the FBA secretariat for archiving. Confidential reports will not be shown to anyone else, but will always be accessible for academic committees and the accredited bodies.