

Internship report format

After completion of your internship, you need to submit a report to your academic advisor in English. This can be a written document, a video or a presentation. Whatever you choose, always provide a cover page with the following information:

- Your name and student number
- Duration and course code(s) of the internship (BUS311 or BUS312)
- What you will deliver (a document, a video or a presentation file)
- Name of the internship employer (complete with branch/location info.)
- Dates of the internship (when started-when finished)
- Your academic advisor's name and title

Internship	Delivery format	Questions to answer
BUS311 Internship I	Choose between: - Written document of max. 600 words (you can add figures, pictures, or diagrams) - Video of max 4-5 minutes - Presentation file with voice-over of max 4-5 minutes	-Describe the organization, the nature of the business, the products, the customers, and the competitors of the organization in which the internship was done - Describe the main department/branch at which the internship was done - Describe the work that was performed during the internship. - Explain how the work

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BUS312 Internship II	Choose between: - Written document of max. 600 words (you can add figures, pictures, or diagrams) - Video of max 4-5 minutes - Presentation file with voice-over of max 4-5 minutes	- Identify an organizational problem in the internship organization - Explain how skills and concepts from the program core or elective courses can be used to solve that problem - Describe a possible solution to the identified problem and how it can be implemented - Assess major learning points from the internship - Evaluate how the internship shapes future