Final Internship Report – Instructions

1. Technical aspects
   • Print-out; ring-binder or folder
   • Cover page – (see “Internship Report Sample AIM”)
   • Length: 15 to 18 pages (excluding the cover page; contents page; list of abbreviations, shortenings and acronyms, if any; bibliography, if any), of which a maximum of 2 pages for pictures and graphics
   • Language: English
   • Other technical aspects:
     o Font style and size: Arial 11 or Times New Roman 12
     o Line spacing: 1 1/2
     o Alignment: left-aligned or justified
     o Margins: top and bottom 2 cm; left 3.5 cm, right 2.5 cm

2. Background information for internship choice 1 to 2 pages
   • Expectations, goals. Industry, company, correlation with studies, etc.

3. Company, area where assigned 2 pages
   • Industry, product or services offered, market position, size, location, type of company (corporation, privately/publicly held etc.)
   • The department and its responsibilities; responsibilities in connection with the company’s production of goods and services; position in the hierarchy etc

4. Intern’s job(s), tasks and duties, level of skills required 6 pages
   • Main responsibilities, other responsibilities, function within the department
   • Requirements and the intern’s personal evaluation of his/her success in carrying out the tasks; feedback, etc.

5. Work environment, social and cross-cultural aspects 1 to 2 pages
   • Work atmosphere, leadership style, forms of communication, relationship to colleagues, conflicts, personnel problems, unwritten laws, etc.

6. Relationship to studies, consequences and insights for further studies, 3 to 4 pages
   • Which courses taken before internship were of most use? What information/courses was/were lacking, which were of minor importance or unnecessary?
   • Choice of major/course of studies confirmed by internship?
   • Further interest aroused by internship
   • Special skills/qualifications developed (even if not directly related to studies),
   • Topic for thesis/dissertation found/confirmed?
   • Future employment opportunities, etc.

7. Further comment, evaluation of company 1 to 2 pages
   • Is company as well as internship position suitable for future interns? Why/not?
   • Further comments