



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:
 - Font style and size: Arial 11 or Times New Roman 12
 - Line spacing: 1 1/2
 - Alignment: left-aligned or justified
 - 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