

Instructions for writing an Internship Report

The internship report must be structured so that it is manageable and easy to read.

The internship report must be submitted in Wiseflow no later than 6 weeks after internship completion. It is recommended that the report be prepared by the trainee in collaboration with the business' internship supervisor, especially in relation to matters of confidentiality.

The internship report must be between 25-35 pages, where the internship plan and internship contract are included as appendices.

Structure for the internship report:

1. Front page
2. Abstract
3. Preface
4. Table of contents
5. Introduction to the company
6. Tasks and course of the internship
7. Elaboration of work assignments
8. Extra or special activities
9. Values of the working environment
10. Final assessment
11. Internship plan
12. Internship contract

1. Front page

Include: Title, trainees name, study number, supervisors name, company and unit, internship period, date of report submission

2. Abstract

The abstract gives the reader a summary of the internship and a short “preview” of what they can expect to read in the report.

3. Preface

Here include thanks to supervisors, a guide for reading, and any special circumstances that should be mentioned.

4. Table of contents

5. Introduction to the company

Introduction to the company including where in the organization that your internship has taken place.

6. Tasks and course of the internship

Provides an overview of tasks in the internship period as well as the course of the internship elaborating on topics of the internship plan.

7. Elaboration of work assignments

This section should include:

- A scientific description of the trainee's work assignments within the focus areas
- Perspectives of the trainee's work assignments relative to the competences acquired in the course of the educational programme

A reflection of the business' handling of safety and working environment.

8. Extra or special activities

During the period of your internship it might be the case that you performed other activities not necessarily related to the scientific work that has helped you gain professional skills, for example attendance of meetings, courses, or even social events etc

In addition there could be special circumstances (for example the COVID-19 crisis) that might have forced the company and your project to adapt and work in a different way.

9. Values of the working environment

Describe what you observed and gained of personal values during your internship, this includes collaboration, fellowship, team spirit etc. How did your "work" environment compare to the academic environment on campus? Did you find that your academic education was of use and applicable? Do have any suggestions on how to include some of the things you found were important to learn in the workplace into the academic curriculum?

10. Final assessment

The trainee's assessment of the internship procedure

11. Internship plan

12. Internship contract