

The internship report: guidelines for content and presentation

The internship report is used to:

- introduce the company where you are doing your internship,
- describe the activity of the company or organization
- describe the tasks you performed
- make your assessment.

To help you: plan and information to put in your report according to your situation:

1st page: presentation page: it includes the following information:

- your first and last name
- the dates of your internship period
- name of the company
- title of the document: "Report on the internship in a company in class 5".
- name of the school and the teacher who monitored the internship

2nd page the context of the internship: description of the host company or institution:

- what does the company do? production, sales, social service, communication, information, creation etc
- status: public, private / commercial, associative / cultural / educational, administrative...
- history of the company: date of creation, development and evolution of the company or organization over time...
- how is it organized? organization chart, the different functions
- competing companies or organizations

3rd page: progress of the internship:

- describe what you did during your internship
- the people with whom you did your internship

4th page: explain what you learned during your internship, make an assessment of your internship!

- what you learned: your discovery of a professional environment
- what interested you and not or less interested you
- what you liked and disliked
- what surprised you
- what the internship brought you in relation to your expectations
- whether your internship will help you in your professional and career choices

Appendices: you can attach to your report:

- documents concerning the company or organization
- documents or photos of what you may have done
- certificate of the internship

Make a nice presentation! with photos, pictures!

Write your report in the language of your choice, English, French, German

to be given to your tutor at the latest on 11.09.26.