



## FINAL REPORT OF THE INTERNSHIP

The internship is a fairly independent study process beginning with setting your own development objectives for the internship process. The final report is also a student's independent product, but certain guidelines have been created to form ground for common assessment. Take a look at the following guidelines and take them into consideration when compiling your final report.

- The final report is produced and returned within **4 weeks after finishing the internship**. This time span guarantees that the internship is still fresh in your mind, but you also have some distance to the experience.
- The report is written **in English**.
- The report should include **a section for each of the four learning areas**:
  - Culture
  - Organisation
  - Task / Assignment
  - Area of SpecialisationIn addition, the report should also include a
  - Demonstration of your expertise to employers (Portfolio)
- In each section you should
  - **present the actual content** => show what you have learned **AND**
  - **assess your own development** => reflect briefly how your views, attitudes, knowledge, understanding and/or skills of the topic have developed (e.g. what did you think of the issue before the internship, what do you think of it now)
- The recommended length of the report is **2-3 pages per learning area**, the emphasis being on those you find most important from the point of view of your personal development.
- Reporting on **“Culture”** and **“Area of Specialisation”** should be **reflected against theory / other relevant material**, such as selected literature/articles. Remember to list the sources as per normal academic standards.
- Please remember, that in addition to the traditional essay format **there are other ways of reporting**, as well.

- A video, a plan for training on the topic, examples of other material you produced during your internship, etc. (you are encouraged to use your creativity!) work fine as long as they are comparable in their workload to the recommended length and that they include an analysis of your own development. **Any illustrative material is recommended** to be attached to the report.
- In the end of the final report you are expected to present a short **conclusion** on how the internship contributed to your overall **personal and professional development**.
- Finally, in the section where you **demonstrate your expertise to potential employers**, you should write a short evaluation (1 page) of your strengths and weaknesses from a working life point-of-view. Include notes on how you plan to further develop yourself towards the end of your studies and after graduation. Please also include either a link to a LinkedIn profile, personal web page, CV or similar. When working on this part (“portfolio”), think especially on how you will present yourself to potential employers. What will you answer when they ask you what can you do?

**Enjoy the self-reflection and writing process!**