

Sample of 500-word Report should consist of:

1. Introduction

Explain which company you interned with, where the facility was located, and the main emphasis of your learning experience. Your internship experience may have included more than one area of training.

2. Discussion of Projects

Discuss in detail the areas of responsibility you had to deal with during your internship. Although this is an overview of your internship experience, include some technical details about the projects you worked on. Discuss the significance of your efforts relative to the organisation operations.

3. Summary and Conclusions

Summarise your work and learning experience. Explain how the internship either reinforced or changed your career goals. Discuss any new perspectives you obtained because of this experience. Elaborate on the benefits you realised from the internship.