

## Guidelines for Internship Report

Dear students,

Each student attending an internship in a public and private institution should provide a report at the end of the internship. Please find below the list of report contents and evaluation guidelines for the report. Use the Internship Report Cover on the next page as your cover page.

### Report Contents:

- Historical introduction of the company
- Structure of the company with the main domain of activity
- Week by Week activity log
- Description of the main work, projects, trip(s) meeting(s), responsibilities during the internship
- Outcomes of (design related) activities and significant contributions made by student
- Learning outcomes of internship experience, for example, benefit of skills, expertise and teamwork experience, and possible application of these benefits on your studies or future professional career.

The evaluation of the internship will take into consideration the following factors:

- a. Scope of work (difficulty, complexity, extent)
- b. Performance (attitude, any complains, work ethic)
- c. Outcome (of design related activities)
- d. Learning outcomes (self-reflection)

**Internship Report Cover**

Module:       ID2041 Design Internship  
                  ID3041 Special Studies  
                  ID2042 Work Experience Internship  
                  (please circle or highlight module)

Student Name:

Course Year:

Matric Number:

Company/Department:

Supervisor Name:

Supervisor Contact:

Supervisor Email:

Internship Period: