

## Internship Report Instructions

*(Some companies do have special forms or their own internship report outline, so the internship supervisor needs to be consulted in this regard.)*

### **General structure (format)**

- Length of the report should be min. 15 max. 20 pages.
- Report should be written in *English language*, a brief summary of 1-2 pages in *German language* has to be included at the end of the report.
- All pages need to have page numbers.

### **Content**

#### **Cover page**

Student's name and surname, Student ID at GJU

Title ("Internship at Company XY")

Internship start and finish dates, number of internship weeks

Name of Supervisor at Company

Name of the Exchange Coordinator (at your School) at GJU

*(Space should be left under the name of both supervisors so that they can **sign and stamp** on the cover page.)*

#### **Privacy Statement** (if required)

Companies might require a privacy statement (secrecy agreement) which states that the report must not be publicized, copied or made available for a third party.

#### **Table of Contents**

Contents of the report with page numbers, list of tables, list of figures, and references.

#### **1. Introduction of the Internship**

A short explanation why this company/institution has been chosen and a short account of the major activities carried out during the internship period.

## 2. Description of the Company/Institution

- Give a brief history of the company, including its various departments, full mailing address and relevant web links.
- Please specify:
  1. In which sector the company/institution operates in?
  2. What are the products and services produced and offered to its customers?
  3. Who are regarded as costumers (manufacturers, end users, retailers etc.)?
- Does the company operate worldwide? If so, in which countries?
- Provide an organization chart of the company, along with information on the number of employees.

## 3. Internship activities

This is the main part of the report. It should present the activities performed during the internship period.

- Describe working conditions and functions: Describe your typical working day (working hours), unusual working days (field trip, overtime) etc.
- Mention difficulties and challenges (familiarization with the new work, language / communication / cultural problems) etc.
- Who is your supervisor (include his/her name and his/her position)? Who are other team members or co-workers and what are their functions in relation to you?
- Explain your assigned internship tasks and what experiences you have gained throughout your training.
- Which working tools did you use?
- Describe and explain a special project you were (probably) working on and present the result of the project.
- Did you do some research? If yes, describe the research task and experiments you have done to solve the problem.
- Compare between theory (things you have learned at the university) and practice (things you did or observed at the company).
- Show some work samples that you have encountered/conducted at the company through graphs, pictures, data, drawings, or design calculations and include them in your report (see 6: Appendices and Supplementary Material).

**Special internship report requirements are defined by each School /Study program at GJU  
(Pls. contact your academic advisor at GJU).**

#### **4. Evaluation of the internship**

- What skills and qualifications do you think you have gained from the internship?
- Did the internship meet your expectations?
- What kind of responsibilities were you entrusted with during the internship period?
- How do you think the internship will influence your future career plans?
- How do you think your internship activities are correlated with your university knowledge?
- What were the main challenges/difficulties?
- How was the relationship with the internship supervisor and colleagues?
- Would you recommend this company for other GJU students?

#### **5. Conclusion of the report**

- Key conclusions derived from the internship experience.

#### **6. Appendices and supplementary material** (charts, graphs, pictures, computer codes, etc.)

#### **7. References**

#### **8. Summary in German**

The German Year Committee  
International Affairs Department 2023