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| Une image contenant clipart  Description générée avec un niveau de confiance élevé | **How to organise your Internship Report**  **The report must be uploaded on Teams in pdf at the beginning of the new school year** |

**Form the report should take**

* The report must be typed using word processing software.
  + Margin 2.5 cm
  + Title: **Calibri / Bold / 12** or **Times / Bold / 14**
  + Subtitle: **Calibri / Bold / 11** or **Times / Bold italics / 12**
  + Text: Calibri / 11 or Times / 12
* Pay particular care to spelling and writing style.
* Think about presentation (colours, underlining, spacing, due care and attention, spelling).
* Insert annotated photos in each different part.
* Number all pages except the front cover.

**Different parts of the report**

**Front cover of the report (see model below sent by e-mail)**

**Thank you page (not compulsory)**

This is a page to thank all the people who helped you during your internship or any other people you may have met.

**Introduction**

Explain why you chose this internship, including the reasons that led to you choosing this particular post, company or business field.

1. **Obtention of the internship**

Explain how you obtained your internship and what procedures you had to go through and any difficulties you may have encountered.

1. **The company and its line of business**
   1. ***Line of Business***

Describe the company’s line of business (Give details of the field and different ties with the business world – Is it a start-up or a well-established firm?

* 1. ***The company***

Describe the company or its business model (use and explain a company organisation chart, list of personnel, tasks to be performed, objectives, importance...)

1. **My Internship**
   1. ***My missions***

When you describe your missions, do not give details of your entire day at the company, just the main points, objectives, means and methods used, results obtained, difficulties encountered, solutions tried, names of people whim whom you were in contact, challenges and goals of your ‘mission’. You are not expected to write a comprehensive list or diary of your internship week, nor to give details of every single one of your missions.

* 1. ***My assessment***

What did you learn from the internship? (knowledge of the working world - skills) / Difficulties encountered, solutions tested and lessons learnt.

* 1. ***My Supervisor’s Evaluation***

You should add your supervisor’s evaluation or report in this part.

1. **Future Career Choice**
   1. ***List of jobs***

In this part you should add a list of all the jobs you may have done or envisaged since your internship.

* 1. ***Suitability of your Internship for your future career choice(s)***

Indicate in this part whether your internship was a revelation or a confirmation of your future career project or whether, on the contrary, it left a negative impression and convinced you not to pursue a certain career path.

**Conclusion**

In 4-5 lignes, finalise your report with an opening (desire to do another internship/placement, studies you may wish to do, etc…).

**Bibliography**

Add a bibliography detailing the sources of any quotations and/or sources that may have helped you compile your list of jobs.

**Appendices**

Add any document that you may feel to be relevant (organisation chart, work documents, presentation leaflets, etc…).

Une image contenant clipart

Description générée avec un niveau de confiance élevé

**Company Logo**

**Observation Internship**

**An integral part of tha careers guidance programme in the S5 school year at the European School of Strasbourg**

Produced by

*Surname and First Name*

*Class*

At

Name of Company/Institution

Name of Internship Tutor/Supervisor

From …/…/20… to …/…/20…

**Illustration**