

MGMT 300

INTERNSHIP REPORT

Name:

Student ID:

Company Name:

Department Name:

Summer 2022

1. COMPANY INFORMATION

First thing you need to do is renaming the report document as

MGMT_300_InternshipReport_YourStudentID_YourSurnameOnly

For example, MGMT_300_InternshipReport_19673_Ozturk

The font type has to be Times New Roman with 12 font size. Line spacing will be double.

Minimum number of pages for the report has to be 8 including title-page with standard margin and min 2000 words. There has to be no unnecessary space in the last page. For example, this documents is 5 pages, however, last page is unnecessary.

In section 1, provide background information about the company, which may include its history, its products and or services, market and competitive position, recent developments, size, etc.

1.1. Subsection Title

You may create subsections whenever you need in all sections. When you use figures and tables, you need to properly refer them in the text. For example, Figure 1 below represents the relationship between several factors and total profit. You can see that profit is decreasing with increasing ϕ (Figure 1).

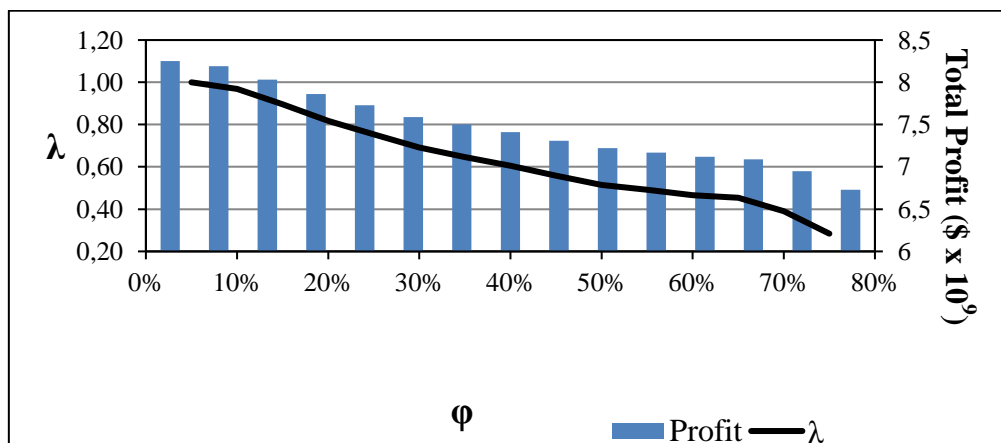


Figure 1: The relationship between ϕ , λ , and total profit

Similarly, you need to properly cite the references used while writing the report. You can use APA [1] or any other citation style in your report (Alibali, 1999). You can cite the references by using number as given above, or by given last name and year in the parenthesis. Please look for citation styles from the internet and select one to use throughout the report.

There should be no unnecessary space between sections as given below.

2. DEPARTMENT INFORMATION

Provide a general description of the department you worked in and its activities.

3. INTERNSHIP RESPONSIBILITIES

Provide a general description of your internship responsibilities, including a description of your daily activities.

4. MAJOR PROJECTS/ACCOMPLISHMENTS

Write summary descriptions for each major project, report, etc. developed.

5. CAREER POSSIBILITIES

Which positions are possible in this company after graduation? What is the typical career track for these positions?

6. PERSONAL CAREER REFLECTIONS

Provide a personal reflection of your strengths and weaknesses regarding knowledge and skills required for an entry position in the department(s) you have done your internship. Can you imagine yourself working there?

7. INTERNSHIP ASSESSMENT

Discuss the pros and cons of your experience (take into account your expectations and motivation in choosing this internship).

REFERENCES

1. Citation Styles: APA, MLA, Chicago, Turabian, IEEE: APA 6th Edition. (2016, Sept 20). Retrieved October 1, 2016, from <http://pitt.libguides.com/citationhelp/APA>
2. Alibali, M. W. (1999). How children change their minds: Strategy change can be gradual or abrupt. *Developmental Psychology*, 35, 127-145.

