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| **INTERNSHIP REPORT**  **content and form** |

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| **Length:** |

Expected length: 20-25 pages (not including cover page, table of contents, references)

Charts, images, diagrams might enrich the paper, however, they cannot exceed 50 % of the typed text. If so, they should be listed in the appendix.

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| **Guide to content:** |

Mandatory parts of the internship report (producing an internship report should be an independent work):

* *Evaluation Sheet and Certificate:*

The form (downloaded from the homepage, completed, signed and stamped by the company) should be bound into the report (right after the cover page).

* *Introducing the company:*

General introduction of the selected internship place. Introducing and analysing basic economic data (activities, organisation structure, company performance, etc.) related to the company.

* *Elaborating special tasks, work processes:*

Which specific tasks did the intern complete? Please list and elaborate on all the specific tasks (minor and major tasks alike). Which basic information did the intern receive and how did he/she solve the tasks? Which work processes did the intern familiarise himself/herself with? How did they relate to the intern’s tasks? What kind of role did the intern play in the particular work process?

* *Results and their evaluation:*

Which quantitative results (which he/she gained during the internship period) can the intern mention? Results should be summarized in charts, illustrated in diagrams. Also, their reliability should be proved.

This chapter should include the most important conclusions drawn from the results. Also, suggestions should be made as to how to utilise the results in practice or further develop them.

* *Summary:*

The summary should not be longer than 1-1,5 pages. The summary should describe briefly under which circumstances the investigations were conducted and which questions arouse. The most important results, statements and conclusions should be described in a clear and concise manner.

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| **Formal requirements:** |

* Margins: 2,5 cm (from all sides)
* Font-family: Times New Roman, Font-size: 12
* Line spacing: 1,5
* The text should be divided into sections, sub-sections.
* Date of submission should be indicated at the end of the internship report.
* The cover page of the report should include student’s name and Neptun-code, program; industrial mentor’s name, email address/telephone number, company’s name.
* The internship report should be submitted in a spiral-bound format (transparent front page; white, shiny back page; white binding).

**Please see cover page template on the next page!**

**INTERNSHIP REPORT**

about

mandatory internship completed at

**…………………………………………………………………………………………………..**

(name of the company)

in the academic year ……………….

Student’s name, NEPTUN-code:

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| …………………………………………………………… |

Program:

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| …………………………………………………………… |

Industrial mentor’s name:

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| …………………………………………………………… |

Industrial mentor’s email address/telephone number:

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