

Master Programs – Summer Internship Report

1. Internship report aims:

- Demonstrate ability to professionally report the tasks performed
- Provide feedback on personal ability to apply professional knowledge and competences in real-life work
- Demonstrate ability of self-reflective discussion of competences acquired and results achieved

Please note that internship report is not a formality, it is a “closing the loop” activity for your professional self-evaluation.

2. The report is submitted in two forms:

- in printed form – to the Career Center (if possible in a special folder), together with the recommendation letter and to Blackboard (report only).
- via Blackboard in SafeAssign mode – to the Master Office (only the report, recommendation letter is not submitted electronically).

3. All internship reports are checked for plagiarism. In case of proved plagiarism of 20-50% the grade for the course task is decreased by 20%. In case of proved plagiarism of more than 50% the grade for the internship report is decreased to 0.

4. The size of the report is **no less** than **12 pages** (30000 characters including spaces).

5. The structure of the report must be as follows:

- Title page (see the sample title page below);
- An application that the report was made without any outer help with the signature of the applicant;
- The list of contents;
- Main body – section 1. General overview of the organization’s activities (approximately 30% of the total volume):
 - ✓ General overview of the organization’s activities (name, incorporation form, spheres and forms of activities, basic financial indexes);
 - ✓ Characteristics of the sphere of company’s activities, business environment characteristics and competitive ability of the company;
 - ✓ Organizational structure of the company, characteristics of the administrative departments;

- Main body – section 2. Description of an internship (approximately 70% of the total volume):
 - ✓ Description of the department where an internship was held;
 - ✓ Main goals of an internship set by the supervisor;
 - ✓ List of duties for the time of an internship (description of the certain activities mentioning their frequency, forms of reports and marking criteria);
 - ✓ The results of an internship – what skills and knowledge are gained.

6. Supporting materials showing the developments / tangible results of the internship can be included in appendices.

7. Grading policy – pass/fail + ECTS grade

Final result in % (assessment of academic progress + exam)	ECTS grade
result $\geq 90\%$	A
$83\% \leq \text{result} < 90\%$	B
$75\% \leq \text{result} < 83\%$	C
$65\% \leq \text{result} < 75\%$	D
$50\% \leq \text{result} < 65\%$	E
result $< 50\%$	F

Grade structure (maximum = 100%):

Main body – section 1. General overview of the organization's activities, <i>including:</i>	30%
General overview of the organization's activities (name, incorporation form, spheres and forms of activities, basic financial indexes);	10%
Characteristics of the sphere of company's activities, business environment characteristics and competitive ability of the company;	10%
Organizational structure of the company, characteristics of the administrative departments;	10%
Main body – section 2. Description of an internship, <i>including:</i>	70%
Description of the department where an internship was held;	10%
Main goals of an internship set by the supervisor;	10%
List of duties for the time of an internship (description of the certain activities mentioning their frequency, forms of reports and marking criteria);	30%
The results of an internship – what skills and knowledge are gained.	20%

Graduate School of Management

St. Petersburg State University

INTERNSHIP REPORT

Company

Department

Intern: Ivan Ivanov, MIB 2014

Period: 01.07.2014 – 31.08.2014

Content (recommended)

Part 1. Main characteristics of industry and organization

1. Name and size of the organization. Couple of words about its history.
2. General industry characteristics and company's role in it.
3. Main aspects and strategic goals of company's activities.
4. Management structure of the organization.

Part 2. Characteristics of the department where you were an intern

1. Name and size of the department
2. Department's aim and role in the organization.

Part 3. Content of your internship activities

1. Main goals of internship (personal and academic)
2. Detailed description of your everyday activities
3. Results

Part 4. Internship results (conclusions)