

GUIDELINES FOR INTERNSHIP REPORT PROJECT

The Report must include the following:

	<u>Points</u>
1. Table of Content	1
2. Introduction	2
3. Overview of the Company	2
4. Five (5) Competency Goals	5
5. Work Experience Weekly Log (one for each week)	10
6. On-Site Supervisor's Weekly Meeting Log	5
7. Internship Attendance Register	5
8. Reflection Analysis of the Overall Experience and Achievements of the five (5) Competency Goals	10
9. Conclusion and Summary of the Internship Experience	8
10. Reference (APA Format)	1
11. Overall Presentation of Report	1
Total =	50

N.B. The Internship Report value 30% of the overall Internship Programme Course

Revised May 7, 2008