

# Internship Report Guideline

The Report must include the following:

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 ( There must be 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	<u>1</u>
	<u>50</u>

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

Revised May 7, 2008