

# Student Report Guidelines

At the conclusion of the internship, interns have to write a report of a minimum of 3000 words (in case of double internships, please ask internship advisors, as the requirements may differ). The grade will be based upon the daily log, the supervisor's evaluation, and the above mentioned report.

The report should demonstrate academic rigour in content and style. It is a personal record of what interns learned and experienced during the internship. The report has to include:

1. a description of the organisation/company. Please note that a simple copy and paste from the organisation's website will not be accepted
2. a description of the projects and tasks carried out by the company department where the intern worked
3. an evaluation of the work done by the intern and of how beneficial the intern's work has been for the organisation
4. a list of activities undertaken during the internship including: a) supervisor's name, b) intern's responsibilities, c) a detailed description of the intern's main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges
5. an analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?
6. an evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace

The report has to be in line with Vesalius "house style" as taught in HUM 111 and 112, namely:

- cover sheet with a centred title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor's name, and the semester and year (i.e. SPRING 2011) on four separate lines
- standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right
- attachments and annexes should be clearly labelled and their purpose explained
- if you are unsure about the Vesalius "house style," please check with your internship advisor

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.