**Zealand Academy of business and technology**

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Below is a list of the contents of an internship report.

If your aim is to be awarded grades in the top range, your report should contain the following elements:

* **A cover page stating your own name, the names of your internship company and your educational institution and the internship period**
* **A short description of the company, this includes**
* A description of the type of company, its organisation
* The number of employees in the company, your position in the organisation and a description of the roles and functions of your department
* **Your expectations of the internship**
* What you expect to achieve from your internship – at the academic and the personal level.
* **A description of the learning objectives you seek to fulfil (see below)**

 You divide learning objectives into three types:

* **Knowledge** You must have knowledge about the day-to-day operations of the company, such as
* The company’s IT strategy
* The company’s systems development method
* The tools used by the company
* The company’s work flow
* **Skills** Based on the tasks you were asked to work with during the internship, you are to describe problems/aspects individually and specify how you solved or addressed the problems/aspects and propose solutions. See also under the item “Description of specific tasks”.

Provide examples of how you during your internship managed to structure and plan daily tasks using for example a Scrum Board.

* **Competencies** This is where you describe any new knowledge you have acquired during your internship and how you acquired it.This could be through the use of videos, articles, courses and other means.

How was your collaboration with the company. This could be the collaborative spirit and approach in the team you were part of, participation in meetings with customers or clients to name a few examples.

Did you ever have to make a presentation of the work you did in the company, for example at staff meetings.

* **Description of specific tasks** (it might be too cumbersome to describe all of them but preferably at least two or three tasks). Reflect on the three learning objectives you set up. Describe what you achieved.
* **Reflection on the three learning objectives you set up** Discuss whether you achieved the knowledge, skills and competencies you defined for the three learning objectives.
* **Reflection on the completion of the scheduled internship**

Did the internship live up to your academic and personal expectations.

* **Conclusion** A general conclusion to the report as a whole.

Compulsory appendices: Internship schedule, the company's recommendation and the logbook

The internship report can be maximum 10 standard pages plus appendices. One standard page contains 2400 characters including spaces and footnotes. Cover page, table of contents, bibliography and appendices are not included. Appendices are not subject to assessment; although the presence of an internship schedule, the company's recommendation and the logbook is verified.