

### **Rules of composing an internship report:**

1. The report should be presented to the Career Center in printed form (if possible in a special folder).

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

1) Title page;

2) An application that the report was made without any outer help with the signature of the applicant;

3) The list of contents;

4) Part 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;

5) Part 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. The size of the report is no less than **12 pages (30000 characters including spaces)**. Discovering any kind of plagiarism may lead to the “unsatisfactory” mark.

Graduate School of Management

St. Petersburg State University

**INTERNSHIP REPORT**

Company

Department

Intern: Ivan Ivanov, MIB 2014

Period: 01.07.2014 – 31.08.2014

**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)**