**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;

- **(for the internship-2)** Short description of the company’s strategy

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);

- **(for the internship-2)** Department’s activity analysis, pointing out some of the problems and the way of resolving them;

- 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 Ivanov3rd / 4th year studentSpecialization – “…”,Concentration in “…”Period: 01.07.2014 – 31.08.2014 |

St. Petersburg

2014

|  |
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| **Part 1. General overview of the organization’s activities**1. General overview of the organization’s activities (name, incorporation form, spheres and forms of activities, basic financial indexes);
2. Characteristics of the sphere of company’s activities, business environment characteristics and competitive ability of the company;
3. Organizational structure of the company, characteristics of the administrative departments;
4. Short description of the company’s strategy

**Part 2.** **Description of an internship**1. Description of the department where an internship was held;
2. Main goals of an internship set by the supervisor;
3. List of duties for the time of an internship (description of the certain activities mentioning their frequency, forms of reports and marking criteria);
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5. The results of an internship – what skills and knowledge are gained.
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