

Internship Report

Internship report will be submitted in a written electronic form to TUT ÖIS at least one week before the defence meeting.

Mandatory parts of the internship report:

- The title page;
- The structure of the entity (company / government agency etc), number of employees, number of employees involved in IT related positions;
- The position and role of the trainee at the entity during the internship
- Planned activities
- Analysis of the activities actually carried out:
 - Main emphasis of the activities (technical, administrative)
 - Extent of individual / team work?
 - Did you contribute to some particular project?
 - Did the internship involve communication with customers?
 - If there were multiple subtasks, then describe the proportions of the activities.
 - How did the work actually carried out differ from the planned activities? Why?
- Evaluation by the trainee:
 - What did I learn?
 - What did I experience?
 - What can I teach others?
 - What can I understand better after completing the internship?
 - How will the internship influence/enhance my future career?
 - What went really well (examples)?
 - What could I have done better (examples)?
 - What skills learned in the current curriculum did you use during the internship?
- The report should be formatted as a formal report with a title page and table of contents. All text from external sources should be appropriately cited. The report is expected to

contain 1500 – 2000 words excluding the title page and table of contents.

- The assessment by the supervisor from the entity where the internship was carried out should be submitted on a separate form and signed by the supervisor from the company.
- Please note that a copy of your written report will be sent to your supervisor at the company!