
internship report

The first page of the report must be a presentation page with:

- ☺ Your name
- ☺ The logo of the company
- ☺ The name of your tutor(s) in the company
- ☺ The name of your tutor at university
- ☺ The year of your promotion
- ☺ The logo of the university Paul Sabatier

INTRODUCTION (1 page)

In this introduction you have to place your project (here it is your internship) in its context. You have to answer the questions

- ☺ What were you expecting of this internship?
- ☺ Why this company?
- ☺ How was it a logical choice following your other projects/work experience?

PART 1: Company's presentation (2 to 3 pages)

In this part you'll put the main points of the company's history:

You have to present clearly to make this easily readable for the person who will correct your work. You have to analyze the strengths, weaknesses, opportunities and threats of the company, its market/products/services and competitors.

PART 2: work carried out (3 to 5 pages)

You will need to explain the tasks you had to carry out, how you succeeded in managing them and the difficulties you may have encountered.

You may answer questions such as:

- did I work independently or as part of a team?
- did I use new technical tools?
- did I have to present my work to others?

PART 3: skills (1 to 2 pages)

Here it's about you personally, not the company, what skills have you developed (or discovered)?

You'll classify the skills in three categories:

- ☺ Skills that you discovered and developed thanks to the internship only
- ☺ Skills that you had already seen during your training at university
- ☺ Skills that you only approached vaguely without real experimentation

CONCLUSION (1 page)

The conclusion of your internship report must be a recap of your report, you remind the general questions, the actions you did and what are the results.

You also have to state how it will help you for your future professional integration