

**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**Internship Report**

**Student Name Surname** : (Times New Roman 12 punto)

**Student Number** : (Times New Roman 12 punto)

**Student Department** : (Times New Roman 12 punto)

**Company Name** : (Times New Roman 12 punto)

**Date** :DD-MM-YYYY (Submission Date)

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# COMPANY PRESENTATION

Give brief information about the name, its field of activity, and the services or products it produces. Also provide brief information about the department/unit/branch you work in.

Write in paragraphs with a maximum of one page.

# DUTIES AND RESPONSIBILITIES

Summarize the main duties and responsibilities assigned to you in the company as a bullet list. (In a maximum of one page)

# DESCRIPTION OF THE WORK DONE

Give a detailed description of the works done, techniques and methodologies used, tools/hardware/software used.

What were the problems you encounter during this process and what are the solution suggestions you brought to them?

In this process, if any, what kind of benefit you receive from the education (courses) you have taken in your department, and which subjects you practice in this sense should be clearly indicated with examples.

**\*\***Note that this section should be prepared separately by opening a sub-heading for each week as follows. Write at least one paragraph for each week.

## Week-1

Write at most one page for each week.

Replicate this title as many times as the number of weeks.

# CONCLUSIONS AND SUGGESTIONS

Highlight what you have learned, the gains and skills obtained. Write your contributions.

In this section, there should be information about the practice and general evaluations about the company, the areas that can be improved, the problems experienced, and the general practices made, and the improvement suggestions for the business.

Write in paragraphs with a maximum of one page.