

INT 4300 – Final Internship Report Guidelines

REPORT FORMAT

Title page – see last page in this document for format

Executive Summary

Summarizes your report, it must state all the major point of your project. It should outline the scope, purpose and conclusions.

Acknowledgements

The acknowledgments page is optional. If you choose to use it, it should appear after the Executive Summary, but before the table of contents.

Table of Content

Lists all sections and subsections with their corresponding page numbers.

Main Text - it MUST include the following sections

Introduction:

Briefly outline the company and/or department for which you worked. Summarize the work you have done and clearly state the objectives of your project. You can also state the importance of your project and why is it of interest.

Body:

The body of the report should consist of two parts:

Part I: should include a description of the business environment, the kind of business it is (service, manufacturing, non-profit, government), its mission and values, its major markets, its marketing strategies, how it is organized, its employees, its annual sales, how it organizes its finances and operating budgets.

This section should not exceed five pages in length.

Part II of the report the student should:

- Describe the business problem or issue relevant to the employer's business, the employer's industry, or the Moroccan business environment.
- Study and analyze the business problem/issue/opportunity with the aim of examining its impact on the employer's business.
- Discuss the methodology used to carry the project if appropriate.
- Propose recommendations and/or solutions to the problem.

This section will vary in length from student to the other depending on the project. However, this part represents your work during the internship and therefore is expected to be longer than part I. **Part II is the major focus of your report.**

Care must be taken in order to protect the confidentiality of the organization. It is your responsibility to get permission from your employer before attaching any company documents to your report. You must respect your company's rules and policies.

Conclusions and Recommendations:

For conclusions, state how the objectives stated in the introduction have been met and make some concluding remarks. For recommendations, briefly describe the proposed plans of actions for the future. Keep in mind that conclusions deal with the present and recommendations with the future.

Appendices

Any documents and/or information necessary to support an argument or help clarify things mentioned in the body of the report.

List of References

List any books, journals, web sites that you specifically refer to in your report.

Other formatting information:

- The report must be double spaced and must have 1" margin all around.
- All pages must be numbered and you must have a table of content.
- If including tables and figures make sure that they are all numbered with appropriate titles and that they are referred to in the text.
- Use fonts such as Times New Roman or Arial and be consistent throughout the report.

(Your Name)

In partial fulfillment of INT 4300 - Internship

School of Business Administration

Title of your report

Your Faculty Advisor