

INT4300 – Internship Presentation Guidelines

Duration of the Presentation: The whole presentation altogether lasts about 30 minutes. You should plan on spending about 15-20 minutes presenting your report, the rest of the time will be for questions and answers. You should not exceed 20 minutes, if you go over your time limit, you will be stopped, and that will be reflected in your grade.

Presentation Content: Your presentation must focus on the highlights of your reports. You should focus precisely on what you have accomplished during your internship. In order not to exceed the allotted time make sure that your presentation is not more than 15-18 slides. Don't spend more than three slides on introducing the company and the department you worked in. Do not try to cover everything you have in your report. Remember that your committee members have already read your report. If you have any questions about the content of your presentation please ask your internship faculty advisor.

Questions and Answers: Your committee members may ask you questions during your presentation or at the end of your presentation. Their questions are designed to understand what you have learned in your internship and how it relates to your learning experience at AUI.

You must dress in a professional manner. Act as if you are presenting to a prospective employer. Make sure you bring your presentation on a CD or a flash drive.

Tips: practice your presentation several times to make sure you don't exceed the allotted time. ***Focus on your contributions and what you have done not what you should have done.***