

# Guidelines for the Academic Internship Report

## **The purpose of the Academic Internship**

The Academic Internship is meant to bring into practice the academic skills which you acquired during your academic study programme. Within the academic internship it is not only a goal to work inside an organization and help, contribute or support the management, but also to apply and expand your academic knowledge and skills.

## **Proposed structure of the internship report**

The internship report consists of the following chapters:

1. Abstract
2. Management Summary
3. Introduction (including problem definition)
3. Theory and methodology
5. Description of organization
6. Description of your activities
7. Results, Conclusions and Discussion
8. Recommendations
9. Self-assessment

The preferred size of the report is 35 pages. The language is English.

If the results are confidential, the report will only be handed to the supervisor and to the MST secretariat for archiving. Confidential reports will not be shown to anyone else, but will always be accessible for visitation committees. An abstract will be placed on the MST website and therefore should not include any confidential information.

### **1. Abstract**

A maximum of 250 words

### **2. Management Summary**

A summary in maximum 1000 words of the background, research questions, objectives, methods, results, conclusions, and recommendation

### **3. Introduction**

- Presents the background, the problem definition, and the goals.
- What was the main problem which had to be addressed in the organization?
- If you have addressed more than one problem, how were these problems related? Explain why the problems which are addressed form an integrated field.
- What was/ were the goals of the internship?
  - for the organization in which you operate (what did your internal supervisor wish you to do/to study?)
  - for yourself: what learning effects did you expect from the internship before you started it? What were your personal goals?
- What were the main research questions?

#### **4. Theory and methodology**

- Present the existing knowledge (theories, literature) that you have used to carry out your internship assignment.
- Describe the methods that you have used.

#### **5. Description of the organization**

- Describe the background of the organization in which you performed your internship (main activities, location etc.).
- Describe the background of your supervisor, particularly his/her position in the organization.
- Describe the frequency of meeting with your supervisor(s) and their main content.

#### **6. Description of your activities**

- Present the work plan that you followed.
- Describe the activities which you performed
- If this has been part of the requirements within the Internship: Describe the extra literature you used from which you derived insights to answer the research questions?
- If this has been part of the requirements within the Internship: Describe the visits/consultations of experts or informants to answer the research questions.

#### **7. Results and Conclusion**

- Describe the results of the research.
- Present the conclusions of your research.

#### **8. Recommendations and presentation**

- Present the recommendations for the organization and/or the department.
- Provide information about the presentation you held in the organization:
  - When and where?
  - Who were present?
  - What was the response?

#### **9. Self-assessment**

- Did you reach the academic goals which were set in advance?
- Did you reach your personal goals which were set in advance?
- Did the internship contribute to your academic and personal development?
- How do you value the overall results of the internship?

#### **10. Appendix**

- Add the PowerPoint of your presentation

Jos Bijman, 24 November 2010