



**KING SAUD UNIVERSITY
FINANCE DEPARTMENT
STUDENT INTERNSHIP REPORT FORMAT**

Your Name

Your Student ID:

Your E-mail Address:

Semester you are registered for:

Supervisor's Name:

Starting date:

Ending date:

Intern Employer

Supervisor's Name and Title

Your Job Title

Phone Number of your employer

E-mail address of your employer

Report Content

The specifics of the report content will vary from report to another. However, the body of your report should include four main subjects:

1. The organization you work with;
2. The Recruitment Process;
3. Responsibilities were assigned to you ;
4. Overall evaluation of your work experience;
5. What the future holds.

****Make sure that your report is not in the form of questions and answers, rather it should be written in the form of paragraphs. Also avoid simple cut-and-paste composing***

1. The organization you work with

You should describe the employer you worked for in thorough detail. As you do so, consider doing the following jobs, typically devoting at least one paragraph to each:

- Introduce the employer's connection to you by providing an overview of your position, including such details as where you worked, for how long, and how the position fit into your education.
- Describe the nature of the position you held in relation to the employer—what is the position's value to the company? Why does the company hire interns? Is the internship program new or long-standing?
- When appropriate, quote key company literature—e.g., a brochure, a mission statement, a web page—to summarize the company's values and culture.
- Was the job related with the COOP what you expected it to be? Why or why not?
- Have any of your assumptions about the working world changed as a result of your COOP experience? if they have, in what ways?

2. The Recruitment Process

Define the recruitment process you had gone through in applying to your internship. This should include the following:

- Number of interviews by your employer and names and titles of the people who made these interviews.
- Your strengths in the interviews and any weaknesses you would like to avoid in future interviews
- The length of the process and the papers required
- Any changes you will apply on your Resume after your work experience (Including the form and layout of it)

3. Responsibilities were assigned to you

In describing your work duties, outline your specific responsibilities and tie them into any larger projects with which you were involved. Detailed accounts should be given of such issues as the following:

- Your specific day-to-day responsibilities and activities. Turn here to your daily routine activities, record keeping methods, and any job description provided by the employer.
- Duties you took on or were assigned beyond the standard job description.
- Activities in coordination with project teams or co-workers.
- Specific technical functions of your position.
- The academic background necessary for any project you worked on.
- The goals of any project you were involved in.
- Key data, equations, or software that you generated or used.
- Analysis and application of data to your particular project.
- Documents, reports, or presentations that you were required to complete.

4. Overall evaluation of your work experience

An evaluation of your internship or co-op is important not just for your faculty supervisor, but for your academic department, your peers, and for you personally. As a way to evaluate your experience, elaborate on areas such as the following:

- The assessment others made of your work, especially if you were given a written evaluation.
- Contributions that the work experience made to your career development, goals, and growth.
- Contributions of the work experience to your selection of future career, either because you foresaw new needs due to the work or because a co-worker made recommendations.
- Assessment of which courses you completed that were the most or the least applicable to your internship/co-op. Note specific courses and principles studied in these courses.
- Noteworthy distinctions between your education and on-the-job experience.
- Whether the internship/co-op made good use of your technical background.
- Your level of personal satisfaction with the internship/co-op and whether or not you would recommend it to others.
- Your assessment of how the internship/co-op could be improved for others.
- The most difficult challenges you encountered during your training period and how did you handle them.
- Your advice to other peers who are about to take their COOP program.

5. What the future holds

How did your co-operative education experience influence your career goals? Does it influence your understanding of what you need in terms of a professional and personal life? Based on your co-op experience, what are your goals for your upcoming years?

When you first began the co-operative education program, you probably had very different goals than you do now. Maybe they weren't that different at all. Looking back at those career goals and comparing them to now, how did your co-op work terms influence those goals? Why or why not? Explain.

Presentation of the Final Report

The presentation of your final report is graded based on the following criteria:

Preparation - Evidence of preparation for the presentation (e.g. a handout, .ppt or notes).	10
Impact of visual aids - Visual aids (e.g. slides) were effective, organized and helpful.	10
Organized - The presentation had a clear introduction, content and conclusion.	20
Expertise - Demonstrated an understanding of the material.	20
Vibrancy - Engaged the audience; kept others interested.	10
Verbal articulation - Ideas were clearly expressed.	10
Proper grammar and language use - Full sentences, slang-free.	5
Attire - Presenters were appropriately dressed.	5
Demonstrated time management skills - by delivering a clear, concise presentation in 15 min. or less.	10
TOTAL POINTS	100