

**Ahlia University
Deanship of Student Affairs
Final Report outline**(A guide for the student to complete their internship report)

**At the end of the internship period the student is required to prepare a report for his/her internship experience. The purpose of this report is to aid in evaluating how well the student was prepared for the internship.**

1. **Cover page**
* Name of organization
* Name of intern, student ID and major
* Submission date of the report
* Name of the University
* AU logo
1. **Table of contents**
* List the important headings and sub-heading
* Add page numbers
1. **Font – Spacing**
* The whole project report must be in Times New Roman font - size 12
* Double-line spacing between paragraphs
1. **Overview**
* Brief description of the organization you worked for
* Product line ( Complete range of products and services)
* Internship position, duties, responsibilities

1. **Summary of your accomplishment**
* Description of the tasks assigned to you
* Your contribution to the organization
* A summary of how your time was spent during the internship and what you have accomplished

1. **What you have learnt in the two months spent in the organization?**
* Problems faced
* New skills attained
1. **Overall feeling about the value of your internship experience and recommendations for improvement**

**Note:**

* Complete all the required parts mentioned above. Each part is essential; therefore do not skip any part as every part is included in the evaluation criteria.
* Minimum words required for the internship report, 1000 – 2000.
* Add footer and header. Footer should include page number and the header should have the name of the University, Directorate and Student ID.
* Refer to the Final Report Outline sample.