

**4.1.2.1 Appendix 3: Final Report**

<b>Student Information</b>	
Name and Surname	
Student ID Number	
Student mobile number	
Year	
Students Email Address	
<b>Host Organization Information</b>	
Supervisor Name	
Supervisor Mobile Number	
Start Date of Internship	
End Date of Internship	
Report Date	

**Disclosure Page**

I hereby state and verify by my signature that I have reviewed this internship report. I hereby affirmed that the report contains the actual project or assignment that I (or the company I work for) assigned to this intern.

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

## Final Report

At the end of the internship describe the work you undertaken. At the end of the internship print the pages you fill and ask your supervisor from the company to sign your final report, then the DISCLOSURE PAGE above.

What should be included in your learning final report?

Describe where your internship was carried out (company, department, location, etc.). Summarize your internship goals, activities, and accomplishments. In addition, describe the key learning’s you took away from your internship. These should be both technical and non-technical (for example, you might describe such things as how your organization was structured, how individuals worked together in your company, how technical employees interacted with customers, what company initiatives you observed, etc.)

**Please follow the format given below for the final report, and it should be typed by Microsoft Word, hand writing is not accepted, your report will be checked by Turnitin for the originality purposes.**

**Note:**

**The final report should not be less than 1500 words, Font Size should be Times New Roman, Size 12.**

<b>Final Report</b>		
<b>From:</b> /     /	<b>To:</b> /     /	<b>Total working hours:</b>

<b>Supervisor Full Name</b>	<b>Title</b>	<b>Signature and Stump</b>