Internship report

The internship report must be about 4 - 5 pages long.

The internship report must contain:

1) general information about internship (place, duration, aim)
2) self-analysis by using STARR method
3) summary (how the internship is related to ITM programme)

I General information

Students name:

Place of internship (name of organization):

Time of internship (incl. duration):

Internship supervisor in the company:

Aim of internship:

II The content of the internship and self-analysis based on STARR method

S – situation; the situation, where the experience was gained e.g. description of the place of work or a particular single case.

T – tasks; the tasks and roles performed during the internship (tasks should be related to ITM programme)

A – activities; what did you do and which methods did you use during internship (e.g. principles for the selection of methods and alternatives; what you did and how you did it, including what skills you used).

R – results; the most important results (the best, but also the most surprising results that made to analyse and alter the actions); who, how, and on the basis of which assessed the results; what was done with the results.

R – reflection and self-analysis; the competences and areas of improvement obtained during the internship. What did you do well and what didn’t go as well as you’d hoped? What would you have done differently? What could have been improved to achieve better results?
<table>
<thead>
<tr>
<th>S (situation)</th>
<th>T (tasks)</th>
<th>A (activities)</th>
<th>R (results)</th>
<th>R (self-analysis)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I did internship in the company X (in department X/from May until June 2018)</td>
<td>1. I compiled X analysis and made a presentation in the general meeting. 2. I wrote an analytical overview about X topic. etc</td>
<td>1. To compile the analysis I used x methods (from where did you get data, which method did you use). I wrote a report (length, main idea etc) etc.</td>
<td>1. The results of the report were of great interest to my colleagues, and a lot of questions were asked. The head of the xx department highlighted my analytical skills. The presentation took longer than I expected. I got a recommendation to add some visualization elements. 2. The report was published on the company's website. The head of department and other team members gave positive feedback.</td>
<td>1. During the writing process, I learnt how to use the method X. Difficult part was …I learnt how to write systematically …The easiest part was… I learnt how to search, collect and systematize information. For the data analysis I used …I learnt main principals of the writing …</td>
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</tbody>
</table>
III Summary (max 200 words)

An overview of the main aim and results (incl. how is it related to ITM programme)