



School of Business Administration Format for Internship Final Report

Student Name
Company Name/Address/Telephone/Email
Name and Title of Supervisor

1. EXECUTIVE SUMMARY
2. BACKGROUND OF HOST ORGANIZATION
3. BUSINESS OPERATION
 - a. SWOT Analysis
 - b. Organizational Structure (Draw if necessary)
 - c. Marketing Strategy
 - d. Competitive Strategy
4. RESPONSIBILITIES AS A STUDENT INTERN
 - a. Duties
 - b. Accomplishments
 - c. New Knowledge Acquired
 - d. Problems Encountered
 - e. How Experience Impacts Your Career