|  |
| --- |
| detail of persons hands with scissors, markers, workingINTERNSHIP REPORT 2024 |

|  |  |  |
| --- | --- | --- |
| [STUDENT ID] – [STUDENT NAME] – [CLASS] |  |  |
| Email: [Email Here] - Tel: [Telephone Here]  Major: [Information Technology / Multimedia Communication]  Faculty of Information Technology – Hanoi University |  |  |

TABLE OF CONTENTS

[EXECUTIVE SUMMARY 3](#_Toc71108300)

[Introduction 3](#_Toc71108301)

[Organization Profile 3](#_Toc71108302)

[Project Description 3](#_Toc71108303)

[Role & Salary 3](#_Toc71108304)

[PROJECT ACTIVITIES 4](#_Toc71108305)

[Training Program 4](#_Toc71108306)

[Project activities and responsibilities 4](#_Toc71108307)

[Reflections and learning from internship experience 4](#_Toc71108308)

[Project result 4](#_Toc71108309)

[ANALYSIS 5](#_Toc71108310)

[SWOT analysis 5](#_Toc71108311)

[Conclusion 5](#_Toc71108312)

[COMPANY REPRESENTATIVE 6](#_Toc71108313)

# EXECUTIVE SUMMARY

## Introduction

The introduction should include a description of the internship site and the scope of the work completed during the internship.

## Organization Profile

Please provide some description of the organization/company. You may include all or some of the following kinds of details:

* A brief history of the organization.
* Business’s vision and mission statement.
* Type of the work the organization mainly
* The products/services the organization offers.
* The kind of people the organization caters to.
* The organizational chart and the number of full-time employees.
* The functions of various departments of the organization.

## Project Description

An overview of the project: the problem the project will address, a set of goals for the project, the overall objectives for the project, as well as a project plan that describes the activities the members will undertake …

## Role & Salary

Your position and role during the internship. Information about your contract and salary (if there was any contract between you and the organization/company).

# PROJECT ACTIVITIES

## Training Program

Please describe in detail all training activities/programs that you participated in during the internship.

## Project activities and responsibilities

You can cover some or all of the following points:

* The position and the core responsibility of yours as an intern.
* Your working conditions and experience during the internship.
* Descriptions of the production system, the input and output flow, the design and implementation and other activities.
* The kind of incentives used to ensure efficiency and motivation during the internship.
* Your own assessment of what you were taught in the classroom vs. what you observed during the internship. Was it aligned or misaligned?

## Reflections and learning from internship experience

Discuss what you learned during your internship. Be specific about it. Include things like, the skills you gained, the improvement in your qualifications, how this internship will assist you in your career, the correlation of the internship activities to what you learned in the classroom, etc.

## Project result

* Project’s result and your contributions to the project.
* The work samples of yours like any design, graph, chart, code, or data that you created during the internship.

# ANALYSIS

## SWOT analysis

A short report about your personal SWOT analysis to assess your potential growth and limitations after finishing your internship: What are your strengths and weaknesses? What opportunities or threats do you see when looking down the road towards your professional goals?

When doing your personal SWOT analysis, please refer to the Appendix to help guide you through the process.

## Conclusion

Conclude the report by talking about your overall experience and what you think you learned out of it.

## COMPANY REPRESENTATIVE

Name:

Position:

Signature & Company Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Appendix**

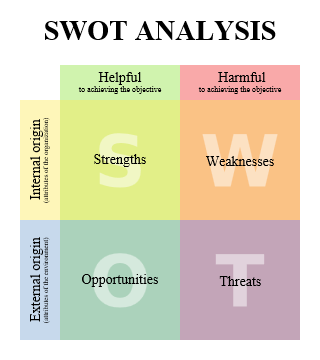
**This page contains instructions about how to do a personal SWOT analysis (source from: https://www.e-education.psu.edu/egee495/node/472). Please don’t include the content into your report.**

**Personal SWOT Analysis**

The basic premise and purpose of a SWOT analysis is to assess potential growth and limitations. SWOT is the acronym for Strengths, Weaknesses, Opportunities and Threats. A personal SWOT analysis has you turning the lens back on yourself; what are your strengths and weaknesses? What opportunities or threats do you see when looking down the road towards your professional goals?

Part of being successful is understanding what you're good at, what things you need to work on, and what opportunities are available to you. While we all may think we know our strengths and weaknesses, somehow putting them to paper can increase our awareness of them and allow us to address each with confidence. After completing this analysis, you will have a strong answer when you are in an interview and you get the age old question, "What are some of your strengths?" or "Tell us about your weaknesses."

To complete a Personal SWOT analysis, you are expected to thoroughly examine your Strengths, Weaknesses, Opportunities, and Threats using the questions at the bottom of the page to help guide you through the process. Once you have identified your strengths and weaknesses, you can then use that information to identify opportunities and threats that may exist in the pursuit of your desired career. An easy way to think of it is this: strengths and weaknesses are directly attributable to you, your personality and your experiences. Opportunities and threats are less personal things that, while you may be able to influence the outcome, you don't necessarily have control over. You can use a matrix which may initially help you work through the analysis.



**Personal SWOT Analysis Guidance Questions**

|  |  |
| --- | --- |
| **STRENGTHS** | * What do you do well? * What experiences and expertise can you utilize? (skills, certifications, education, etc) * What do others see as your strengths? (Ask at least 2 other people in your team for input) * What accomplishments are you most proud of? |
| **WEAKNESSES** | * What could you improve? * What tasks do you avoid because you don't feel confident doing them? * What education/skills training do you need to improve upon/build confidence in? * What are your negative work habits? (easily distracted, late arrival, unorganized) * Do you have personality traits that could be a detriment in following your desired career path? * What do others around you see as your weaknesses? (Ask at least 2 other people in your team for input) |
| **OPPORTUNITIES** | * What opportunities are available? * What trends could you take advantage of? * How can you turn your strengths into opportunities? |
| **THREATS** | * What obstacles do you foresee encountering on your way to acquiring the desired position? * What trends could prove detrimental in your quest? * Do any of your weaknesses make you more exposed or prone to threats on the horizon? |