

Internship Report Format

Social / Corporate Internship

- a. Acknowledgement.
- b. Table of contents.
- c. Introduction of the project.
- d. Organization profile and overview.
- e. Elaboration of the processes, tasks, strategies, etc. related to the organization and the project.
- f. Major responsibilities and tasks performed during the project.
- g. Learning outcomes, observations, and Recommendations.
- h. Ending remarks.