



INTERNSHIP REPORT EVALUATION SHEET

NAME OF STUDENT.....

MATRICULE N^o

DEPARTMENT.....

OPTION.....LEVEL.....

ADDRESS OF COMPANY/INSTITUTION.....

.....

QUALITY OF PRESENTATION

<i>Please circle the most appropriate rating for the student (4 = Very Good, 3 = Good, 2 = Average, 1= Below Average)</i>	Grading Scale			
1. RESPECT OF REPORT FORMAT				
1.1 Title Page	1	2	3	4
1.2 Font type and size, line spacing, margins, paragraphs and sections,	1	2	3	4
1.3 Page numbering, Headings and Subheadings	1	2	3	4
1.4 Language, punctuations, spellings and grammar check	1	2	3	4
1.5 Word or page limit	1	2	3	4
2. BODY OF WORK				
2.1 Preliminary Pages				
2.1.1 Table of contents	1	2	3	4
2.1.2 Dedication and Acknowledgment.....	1	2	3	4
2.1.3 Executive Summary	1	2	3	4

2.2 Overview of the Organisation of company/enterprise.				
2.2.1 Brief description of the company (history, policy, products, competitors, markets).....	1	2	3	4
2.2.2 Organisation chart of the company/enterprise (hierarchy chart, number of employees, main offices, departments or services, comments on chart).....	1	2	3	4
2.2.3 Plan of internship Programme (starting and ending dates, starting and closing times, of each department/service and duration of stay)	1	2	3	4
2.2.4 Training Programme (activities performed, description of assigned tasks of projects)	1	2	3	4
2.3 Organisational/Departmental/branch Critical and SWOT Analysis				
2.3.1 Internal potency (relating to vision, strategy, leadership, product, technological knowhow, finance, human resources, business linkages)...	1	2	3	4
2.3.2 Internal deficiencies hindering the organisation’s efforts in achieving their targets	1	2	3	4
2.3.3 External circumstances/trends/opportunities that favour the organisation in achieving their targets	1	2	3	4
2.3.4 Any external threats/challenges affecting the organisation				
2.3.5 Identification of main problems	1	2	3	4
2.4 Conclusion, recommendation, Learning outcomes, References				
2.4.1 Conclusion in the light of the critical and SWOT analyses	1	2	3	4
2.4.2 Recommendations highlighted in the critical and SWOT analyses	1	2	3	4
2.4.3 What was accomplished and did the student apply theoretical knowledge acquired in school.....	1	2	3	4
2.4.4 References/Bibliography (in APA format) for data and information used in the report.	1	2	3	4

Total/80 Total/20

Name of Evaluator: _____

Signature: _____ Date: _____