Internship Report Format

Arizona State University at the Polytechnic campus
School of Computing, Informatics, and Decision Systems Engineering
Software Engineering Programs

Before a grade can be awarded for the internship credit a report must be on file. Format the report as described below. Your Industry Mentor, the Professor overseeing your internship, and the Software Engineering Program Chair, should sign the report. For graduate students, the professor signature should be their committee chair, and for undergraduates a professor offering the course closest in content to the internship technical area should sign it. After obtaining all signatures, submit the report to the CIDSE advising office (Picacho Hall, Suite 245), or to the reception desk in Peralta Hall 2nd floor.

At completion of the internship, students must generate a report of the results of the internship. Describe what you have done on the internship, and relate these activities to courses and other learning in your program of study. Use the following format.

The cover sheet for the report should include your internship title (such as **An Extended Calendar Application for Android Devices, an Internship Report by**), your name, the program you are in at ASU (for example, **Master of Science in Software Engineering, ASU at the Polytechnic campus**) and the inclusive dates of your internship employment period. Identify the company you worked for on the internship. At the bottom of the cover sheet, include the name and title of your faculty advisor as well as the name and title of your industry mentor. Place a signature line with sufficient space below each name so that each can sign the report signifying their review and acceptance of the report.

You should include the following in the internship report body:

Introduction: Mission statement or background of the host organization. What is the name of the business, what group did you work for in the organization (if appropriate), what is the mission or primary activity of the company and the group your worked for?

Objective of Internship: What was the purpose of the internship? Include the objectives defined in the proposal/authorization form you submitted for the internship. Describe the activities, duties, accomplishments and responsibilities that you carried-out as a part of your internship.

Methods, Skills, and Technology: Describe the methods, skills, languages, tools and any new technologies you learned about and/or used to carry out the project. Discuss how these skills relate to your coursework at ASU, and in particular how they relate to your program of study (or to your final research project for masters students) and the internship objectives. Analyze how well you accomplished the learning objectives of the internship. Indicate how the internship helped you in achieving the student outcomes for the program. For example, see:

http://cidse.engineering.asu.edu/forstudent/undergraduate/majors/software-engineering-bs/objectives-and-outcomes/

Results: Discuss the overall results of the internship. For example, I am (am not) interested in pursuing this career path because; discussion of new insights into the field; challenges in theoretical versus practical application; observations of organizational functions; the interaction between scientists/engineers and non-scientists/engineers. Discuss how this internship has affected your career planning.