

# REPORT & PRESENTATION

Internship

# REPORT (20%)

- Times New Roman 12
- Line Spacing 1.5
- 3000 Words (12-15 pages)
- Write in your own word (No copy)
- Cover
  - Pre-Internship (Blue)
  - Internship (Pink)
- Soft File (PDF)

# CONTENT

## **1.Organization Profile (500)**

- History
- Industry/Product
- Organization Structure
- Vision/Mission

## **2.Department Description (750)**

## **3.SWOT (500)**

## **4.Job/Internship Profile (750)**

- Position
- Responsibilities
- Issues
- Knowledge/Adjustment

## **5.Conclusion & Recommendation (500)**

## **6.Ref & Appendix**

# PRESENTATION (10%)

- 10 minutes +5 minutes Q&A
- Use your own word
- Bullet point
- Print out the report