

AGÜ BUSINESS ADMINISTRATION
SUMMER INTERNSHIP
FINAL REPORT

Prepared by

Student Name

Student ID Number

Company Name and the Department

Name and Title of The Personnel who was Responsible from You

Internship Dates

Internship Advisor Name from AGU

Date of the Submission

SUMMARY

Your summary should be descriptive of your work during your internship with not more than 150 words. PLEASE USE Times New Roman 12pt throughout the report. Paragraphs must be justified with 1.5 line spacing. Whole report should not exceed 20 pages.

1. INTRODUCTION

In the introduction part, give brief information about the company.

2. PERFORMED ACTIVITIES

- Explain all of your work during the internship. Associate your work with at least 2 of the courses you took during your undergraduate degree by considering the following facts:
 - How similar the work that you actually performed in your internship was to what you covered in the courses you took.
 - How different the work that you actually performed in your internship was from what you covered in the courses you took.
- Discuss the current challenges existing in one of the activity areas of company and possible solution proposals.

3. CONCLUSIONS

What were your contributions to the company? What were the contributions of internship to you?

4. REFERENCES

References should follow APA style.

5. APPENDIX

Here, you can put anything you prepared during your internship and want to show.