

## Guidelines for MBA Internship Written Reports

**Please read and understand these requirements before you start your internship.**

The Internship Paper is required for every student taking an MBA Internship for credit.

### **Written Report Contents:**

Use the following section numbers and titles in bold in the paper.

#### **1: Brief discussion of the firm or organization sponsoring the internship.**

- 1.1 **General Information:** Name, location, type of industry, total number of employees, historical information of the organization, vision, mission, and significant achievements of the organization
- 1.2 **Organizational Structure:** include an organizational chart and describe the organizational structure.

**2: Leadership and culture:** Provide a description of the company's corporate culture and discuss the leadership styles (either of the company as a whole or individual departments). Be specific, connect the culture and leadership styles to previous MBA readings/theories, and provide examples to support your statements. Include an explanation of what you learned from the culture and leadership styles as well as how you might use those lessons in your future work/career.

#### **3: Detailed description of your work**

3.1 **Schedule:** Describe your week-by-week work. Include orientation, training sessions, meetings, tasks, accomplishments, etc.

#### **3.2 Description of the projects:**

3.2.1 Type and length of each project, and your role in each projects

3.2.2. Scope, task, problem statement, cause and effects, constraints, deliverables

#### **4: Course(s) that helped in the internship.**

Provide the following information for each course you have taken in the program

- course number and name
- How it was useful
- How it might be improved to be more useful.

#### **5: Overall impression of the internship experience.**

**Be very specific in your description.**

### 5.1 Internship contribution to the organization

### 5.2 Internship contribution to self-improvement

## **II Written Report Formatting:**

1. Your work should be very professional, neatly typed (not handwritten!) on 8 ½" by 11" white paper.
2. Cover page should have the name of the organization, your name, the semester you interned, course number and the dates of your internship.
3. Double-spaced, 12pt, Times New Roman
4. Page numbered in the bottom right hand corner of the page.
5. Duplex or two-sided printing
6. Separate paragraph appropriately, use tables and figures as necessary
7. Proofread before submission. Avoid any grammatical errors. Use Write Place if necessary.