

Dear Student,

After completion of your internship, you need to submit a report to your academic advisor.

This will be a written report of min 400 max 600 words. Make sure to provide the following information in your report.

- Your name and student number
- Duration and course code(s) of the internship (BUS204 and/or BUS304)
- Name of the internship employer (complete with branch/location)
- Dates of the internship (start-end dates)
- Your academic advisor's name and title
- You need to address the following questions in your report:

Requirements for BUS 204:

- A description of the company with information on the sector, products and services, customers, size, number of branches, competitors, short history, URL, etc.
- The department at which you did your internship. What your responsibilities were.
- How you have used your skills and competencies that you have required through your courses at MEF during your internship.

Requirements for BUS 304:

- A description of the company with information on the sector, products and services, customers, size, number of branches, competitors, short history, URL, etc.
- The department at which you did your internship. What your responsibilities were.
- How you have used your skills and competencies that you have required through your courses at MEF during your internship.
- Explain how the internship was useful in shaping your future career.