



REPORT GUIDE

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# INTERNSHIP

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DPB310 / DPB320 / DPB330 / DPB350

# COLOPHON

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# TITLE PAGE

On the title page of your internship report, you need to at least mention:

- Title
- Name student
- Company coach
- Teacher coach
- Date / place
- Confidentiality ([NDA](#))

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In your internship report you have to at least include the following aspects:

1. **Summary**
2. **Introduction**
3. **Company description:** describe the company and the department that you will work in (context) during your internship.
4. **Goals for your internship** (as described in your plan for your [formal approval](#)): describe your learning goals for your internship. Do this from global to more specific goals:
  - Very basic aspects you wanted to learn/develop building on the choice to do this specific internship (think of your [professional identity and vision](#) that steered your choice towards this content and expertise development).
  - And the more specific goals very often linked to the development of a variety of [expertise areas](#) and competencies to be developed within these areas and professional skills.
5. **Activities / project(s):** here you can describe the projects, processes and other activities that you were involved in. Already reflect on what you have learned during these activities and how you can apply them in the future.
6. **Results / outcomes:** here you can focus on the products of your internship, whether this is a concept, product, process, etc.
7. **Acknowledgements:** in this section you can tell who contributed to your internship, what their role was and also thank them for their contribution.
8. **Appendices:** formally approved internship plan is added as an appendix (**compulsory**)
9. **References**

**Note:**

- You can find the complete schedule of the internship assessment [here](#).
- You can find how to deliver your report and the more general content [here](#).
- This semester, you can hand in your [reflection](#) as a separate entity, together with the [company coach evaluation form](#). What the reflection should entail is described on the online study guide (you reach these pages by clicking the links).

