**Bachelor Programme in Design**

**Internship Report Template (Draft)**

(v. 13st March 2023)

As support for assessing an internship as a learning experience, the scope of the final report is to describe what took place in terms of what a student engaged with and gained from an internship period. In brief, as a self-contained document, the report should address:

* the workplace for the internship and
* what the students did (and produced) during the internship period as well as,
* in accessing the internship as an academic attainment, include more in-depth reflections about what the student learned in relation to the learning objectives set for the programme and
* what the students have engaged with in other courses at Aalto University.
* It should also include examples of the type of work that the student did during the internship period.
* In reflecting back on the internship experience, the report often also includes suggestions for how internship tasks and activities could have been organized differently and
* a statement about how the internship relates to future career prospects.

The report should be written in English and follow the conventions for an academic essay. The format for the report is open – students are expected to tailor the report in articulating their learnings from the internship period – but it typically contains no less than seven pages of text, excluding front page, content list, figures, tables, appendices, etc.

For reference, the report can be organized according to the following sections:

**Introduction**

* An introduction about where and when the internship took place, how you acquired the internship position as well as what you *initially* hoped to gain and learn in entering the internship period.
* A short explanation of how the learnings from the internship period are described in the report, and how many credits that you are applying to acquire from the internship period. When applying an internship to include as an elective study, please note that you are only making a proposal. The final decision sits with the your advisor and/or programme director and there is no guarantee that your request will be approved. Please also note that work hours are not the same as study hours. As a broad rule of thumb, 10 credits are associated with more extensive learning experience which takes places over period of at least three months of full-time work.

**Workplace and internship setting**

* A general description of the organization (company, agency, NGO, etc.) where the internship took place, including basic information about its operations and what it does/provides/delivers/etc. If the organization has a main product or service, describe it briefly.
* A more detailed description of how your work at the organization was organized and structured, and who you were working with and in what capacity. Who were your supervisor(s) and daily colleagues? Who did you work/interact with in projects and in what capacity?
* The work certificate and contact information to the instructor for the internship and/or other relevant person who can provide details about what you did during the internship period are attached as an appendix to the report. The certificate is usually given near the end of the internship period. Please remember to inform the contact person that we will reach out to them for a brief discussion about your internship period.

**Work description and task analysis**

* An overview of how many hours of work was done during the internship period in total and across each week.
* An explanation of what type of work you engaged with during your internship period, including a more detailed breakdown of how much time that was dedicated to different types of tasks and activities based on the worklog that was kept during the internship period.
	+ The types of tasks and activities you distinguish should capture the type of work that you engaged with more frequently.
	+ In articulating the types, try to distinguish and describe meaningful categories of work that explains what type of knowledge and skills that you got an opportunity to engage with during your internship period (e.g. company induction, personal e-mailing, client meetings, user testing, building prototypes, etc.)
	+ Think about how you later can use the categories in reflecting back on what you learnt from the internship period The complete worklog is attached as an appendix to the report.

**Exemplary work(s)**

* Some representative examples of the design work (e.g. projects) you engaged with during the internship period. The examples include visuals as well as explanations of what they are about and how they were created and your own role in the process.
* If you worked with some specific method, tool or platform, specify which and how.
* If a project was organized in stages, explain which stages you took part in and what you did.

**Learnings**

* What did you learn and gain from the internship period in general?
* Given what you synthesized in your work description and task analysis, what represents the key learnings from the internship? How was your internship period and what did you align with the learning objectives set for the programme and what have you done (or planned to take) in other courses?
* In adding depth to your reasoning on the questions above, try to reflect broadly and critically; capturing not only the positives and successes but also the negatives and what you (and others) potentially could have done differently.

**Final reflections and conclusions**

* Final reflections and conclusions about your internship period and what you have addressed in the report. How did you experience your internship period overall all, and how do feel that it complemented your studies in general?
* Did the internship provide you with what you had hoped for in the first place? If so, what made this possible? If not, why? What could have been done differently? Could the learnings potentially have been greater if tasks and activities had been organized differently at the internship organization? How could the internship organization potentially improve in working with other design interns in the future?
* What type of future career prospects do you envision and what opportunities do you recognize following the internship?

**Appendices**

* Work certificate
* Contact information to instructor (or other relevant person) at the internship organization that we can talk to about what you did during your internship period.
* Worklog