**Some Guideline Points for Writing Internship Report**

1. Introduction

* Introduce yourself first
* Introduce the company
* Introduce your job position and requirements (in short)

1. Internship schedule

* Present in detail schedule/plan of your internship (it should be presented in a table, week by week; even day by day if necessary)
* This part should be approved by the advisor of company

1. Description of your task

* What is your task?
* Which tool and techniques you used? Write about them
* Programing languages, IDE, Application, Software, etc.? (describe and capture screen to explain if necessary)

1. Internship activities and obtained experiences

* Describes your job everyday (activities, communication, etc.)
* What you obtained during the internship? (knowledges? soft skill? workgroup skill? communication skill? work environment? cultural value? group leading skill? taking responsibility with the task? time management skill? being fair & approachable in problem solving? being positive? being mindful and confident after the internship?)

1. Conclusion

Write the conclusion including your feeling after the internship!

1. References

* Textbook? papers?
* Libraries? source codes?
* Website? regulation of company?
* …

1. Appendix

* Can be list here some illustrations

*☞ You can also refer the format of pre-thesis or thesis with cover pages*

*☞ Prepare the report clearly and carefully! (with signature and seal)*

*☞ Refer your advisors (both in company and CSE) before the last submission.*