

Chapter 04

Internship Report

1. Introduction

Within the framework of the **LMD System (Licence–Master–Doctorate)**, internships play an important role in connecting academic training with the professional environment. They allow students to apply theoretical knowledge in real working conditions while developing practical and professional skills required by the labor market.

The internship report is therefore an essential academic document that enables students to describe, analyze, and evaluate their professional experience. It also provides the university with valuable information about the internship environment and the relevance of the training program to industry needs.

This chapter presents the **objectives of the internship report and the recommended structure for writing it.**

2. Objectives of the Internship Report

The internship report has several academic and professional objectives:

- To allow students to reflect on their internship experience and evaluate their integration into the professional environment related to their field of study.
- To assess the knowledge and skills acquired during the internship period.
- To share the internship experience with faculty members and the internship coordination service.
- To encourage the practical application of theoretical knowledge acquired during academic training.
- To provide useful information about the professional environment in which students complete their internships.

3. Structure of the Internship Report

The internship report is generally composed of several sections describing the internship environment, the tasks performed, and the competencies developed.

3.1 Title Page

The title page should contain the following information:

- Student's full name
- Student identification number
- Study program or specialization
- Name of the host organization
- Name of the internship supervisor
- Internship start date and end date

3.2 Introduction

The introduction should present the general context of the internship and include:

- The objectives and motivations for choosing the internship.
- Expectations regarding professional experience and skills development.
- A brief description of the structure of the report.

3.3 Part One – Presentation of the Internship Environment

This section describes the organization in which the internship took place.

It should include:

- The name and address of the organization.
- The department or service where the internship was carried out.
- The name and position of the internship supervisor.
- A brief description of the organization, its mission, and its main activities.

The work environment can be described through two aspects:

A. Physical Environment

- Workplace and facilities
- Equipment, tools, and machines used
- Software or technical systems utilized during the internship

B. Human Environment

- Organizational structure
- Number of employees
- Work organization and internal relationships

- Company culture and collaboration practices

3.4 Part Two – Internship Activities

This section presents the tasks and activities performed during the internship.

It should include:

- Your role within the organization
- The main responsibilities assigned to you
- The different tasks and projects you participated in
- The supervision and support provided by the company

3.5 Part Three – Skills and Professional Experience

This section evaluates the knowledge and competencies acquired during the internship.

It may include:

- A comparison with previous internship experiences (if applicable).
- The degree to which the expected objectives were achieved.
- The technical and professional skills developed.
- Difficulties encountered and possible solutions.
- The impact of the internship on your professional orientation.

3.6 Conclusion

The conclusion summarizes the overall internship experience.

It should discuss:

- Your overall satisfaction with the internship.
- Whether the objectives stated in the introduction were achieved.
- Possible professional sectors to explore in the future.
- New perspectives or questions raised by the internship experience.