



Guidelines for internship report by student

In your internship report, you describe your internship period, your work duties, lessons learned, action points for the near future, and the internship provider. Ask your internship coordinator what requirements your internship report must meet, whether it should be a digital report, a verbal presentation, or a combination of the two. Make sure that there are three available. Below you will find an indication and guidelines for the internship report. *The requirements of your internship coordinator take precedence.*

IN YOUR REPORT, YOU DEAL WITH EVERY POINT LISTED UNDER 1 TO 7:

1. A review of the internship and your work activities:

- Briefly describe how you progressed through the internship period
- What assignments did you help to work on? If applicable
- What assignments did you work on by yourself? If applicable
- What assignments did you ultimately complete? If applicable
- What were your day-to-day work activities?

2. Discuss the supervision you were given:

- Were there work discussions with your internship supervisor?
If so, how often? Were they regular (*every week, for example*) or irregular (*whenever it was convenient*)?
- Did you get substantive feedback from your internship supervisor?
- Were you able to ask questions at the internship provider?
- Were you able to express doubts, make comments, or respond? Were they heeded?
- How did you make a contribution towards the internship provider?
- Did you have enough knowledge and skills to be able to work at the internship provider or did you struggle in certain respects; what were you well prepared for, and what areas were you less well prepared for?

3. Reflect on your internship and the learning objectives:

- What were your learning objectives at the start of the internship, and what came out of them?
- What did you learn during your internship, and how?
- What skills have you developed?
- Have you gained a greater understanding of your strong, and less strong, points?
- What insights have you gained?
- What has the internship added to your artist or designer study programme?
- How have you developed during the internship? Where were you as a designer or artist at the start of the internship, and where are you now?



4. Say a bit more about the internship provider and the professional field:

- Describe the internship provider: the working environment, work pressure, and work rate.
- The position of the internship provider in the professional field. How did you figure this out?
- What clients does the internship provider have?
- What are the aims of the internship provider (*artistic, financial*)?
- What is the state of the financial health of the organisation? How do you know?
- What does the organisation do in order to be prepared for the future?

5. Give a personal evaluation of the internship provider:

- Did you enjoy going to your internship?
- Was the internship provider the right one for you? Explain your answer.
- Was the internship provider relevant to your study programme? Explain your answer.
- Was the internship as you expected? Explain your answer.

6. Finally, please answer the following general questions:

- What advice would you give to fellow students regarding an internship? Would you recommend this internship provider to other students on your study programme?
- After completing your study programme at the academy, would you like to work in this field? Explain your answer.
- What are your learning objectives for the near future?

7. Image:

- Include visual material of your work during the internship in your internship report. Consult with your internship provider the extent to which this is possible in relation to copyright issues. The material is intended to give an idea of your work activities during the internship and will not be used for any other purposes.