

End of Rotation Report

Interns are required to submit an internship report upon completion of each rotation. The purpose of this report is for interns to reflect on their overall experience. It is an opportunity for interns to present the nature of the work they were involved in, specific skills and knowledge attained, as well as highlight their contributions while working in a professional environment. It is also an opportunity to shed light on the main limitations and areas of improvement in the training sites for the purpose of enhancing the training experience for the interns.

Internship report requirements for each rotation

1. An overview of the department where the rotation is being conducted
2. Tasks that have been completed in this rotation
3. Any limitations that the intern have faced during the rotation
4. Any future recommendations for the specific department.

Internship report guidelines

1. The report should not be more than three pages per rotation.
2. It should be checked and signed by the direct supervisor of the intern at the training site.
3. The report should be sent to the Internship Unit, with the intern's evaluation and attendance report, through the direct supervisor in the training site on a date specified by the internship advisor, not later than a week after the end of the rotation.
4. The report should include a disclosure page containing a statement indicating the report was read by the training site supervisor. It also states that tests and procedures mentioned in the report were performed by the intern, the information disclosed is accurate and contains no confidential information.
5. The report evaluation rubric will be used to evaluate submitted reports by the faculty supervisors.
6. Any images/screenshots/files belonging to the training site property must have prior approval before being included in the report.
7. Please refer to the report template below.

Report Cover Page
[Rotation & Training department]

Rotation Sitting

Report Prepared by:

Name:

ID:

Report Prepared to:

[Rotation Coordinator Name]

[Date of preparation 'month/Year']



Report Structure & Contents

Overview of the training department: [No more than 300 words]

Write one to two paragraphs about the training department, explaining what it is and what it does.

Learning experience & tasks completed: [No more than 700 words]

The experiences and knowledge gained by the intern. State the tasks that you have completed in this rotation in a numbered format. Explain in detail what has been conducted in each task. Discuss the relation of tasks to any academic studies.

Limitations in this rotation: [No more than 200 words]

Mention any limitations that you have faced in this rotation

Recommendations: [No more than 200 words]

Mention any future recommendations for this rotation or training department.



Intern's Experience Log

Fill the table below and attach any documents relevant to the experience log (if applicable).

Intern's Experience Log		
Duration	Developed Skills	Intern's Reflection
Example entry from 1– 31/01/2022	Completed training on software XXX	Learned how to analyse data...
1		
2		
3		
4		
5		
6		
Courses Attended & Certificates:		
Outstanding Achievement:		



Report Evaluation Rubric

Criteria	Outstanding (4)	Acceptable (3)	Below Expectations (2)	Unsatisfactory (1)	Score
Overview A brief paragraph, provides summary of the training department	Overview is complete and well- written; provides all necessary background information of the training department for the rotation	Overview is nearly complete, missing some minor points or information about the training department.	Some background information of the training department, but missing major points.	Very little background information about the training department is provided, or information is incorrect.	/4
Tasks Outline of the tasks performed and completed	Well-written description of all the completed tasks conducted by the intern is presented.	Important performed tasks are presented, some minor details are missing.	Performed tasks are presented but still missing important details.	Missing several important details or completed tasks not presented.	/4
Limitations that you have faced during this rotation	Presents and any limitations faced by the intern during the rotation and explain why they consider it a limitation.	Mentions any limitations faced by the intern during the rotation with some explanation.	Mentions limitations faced by the interns but not clearly explained.	No limitations presented.	/4
Recommendations Future recommendations for this training department.	Provides a list of reasonable, relevant, and applicable recommendations/ areas of improvement that may enhance the training experience for the interns.	Provides a list of recommendations and areas of improvement that may enhance the training experience for the interns.	Provides a list of non-reasonable, non-relevant and non-applicable recommendations.	No recommendations presented.	/4
Appearance and Formatting	All sections are in order, well- formatted, very readable.	Sections are in order, contains the minimum allowable amount of handwritten copy, formatting is rough but readable.	Sections are in order, contains less than the minimum allowable amount of handwritten copy, formatting is rough but readable	Sections are out of order, too much handwritten copy, sloppy formatting	/4
Spelling and Grammar	All grammar and spelling correct and very well written.	Few grammar/spelling errors, generally readable with some rough spots in writing style.	Occasional grammar and/or spelling errors, generally readable with some rough spots in writing style.	Frequent grammar and/or spelling errors, writing style is rough and immature.	/4

