**STRUCTURE OF THE PROFESSIONAL INTERNSHIP REPORT**

**INTRODUCTION**

Students must present internship organization, formulate internship goal/-s, tasks, used methods, acquired abilities and difficulties that have emerged during the internship.

# **1. THE MAIN ANALYTICAL PART**

* 1. **Internship organization’s position in market.**

Analysis of internship organization’s activities, brief history, vision, mission, objectives, values, environment.

Analysis and evaluation of internship organization’s position in market.

* 1. **Internship organization’s structure and human resource management.**

Presentation and description of internship organization’s structure, functional connections of subdivisions, etc.

Description of internship organization’s human resource management, personnel structures, employees distribution by features (age, education, etc.) in subdivisions.

**1.3. The analysis of separate technological processes and their evaluation in the internship’s organization.**

Description of purchase and supplement of goods/services, their reception, storage, protection, organization, settlements with buyers, guarantee services after a settlement, analysis and evaluation of service systems.

**1.4. The analysis of internship organization’s commerce, financial activity, the description of achievements, activity results, and evaluation of organization’s future perspectives.**

Evaluation of internship organization’ commercial and financial activities publicly accessible data or the relative size. The evaluation can be based on the data of public research materials of other organizations as well as on various Lithuanian statistics (household surveys).

**1.5. Internship organization’s SWOT analysis**

**2. INDIVIDUAL TASK** *(provide the concrete individual task formula)*

Description of individual task goals, problems, research methods applied for organization analysis, organization’s evaluation and generalization of final results. Individual task has to be related to the main activity of the internship organization.

**CONCLUSIONS AND SUGGESTIONS**

**LIST OF REFERENCES**

**ANNEXES**

N.B. An example of a title page of the report and the evaluation form are listed below.

VILNIUS UNIVERSITY

FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

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(study programme, specialization)

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(title of the professional internship organization)

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(student‘s name and surname in capital letters)

PROFESSIONAL INTERNSHIP

REPORT

VU FEBA supervisor of the professional internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

Supervisor of the internship in the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname)

Date of submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration number \_\_\_\_\_\_\_

Evaluation of the report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(grade, signature of VU FEBA internship supervisor, date)

Vilnius, 201...

EVALUATION OF THE STUDENT‘S INTERNSHIP BY THE SUPERVISOR IN THE ORGANIZATION

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, surname)

Supervisor of the internship in the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, surname)

Supervisor‘s commentary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(supervisor‘s signature, date)