

GARDEN CITY UNIVERSITY COLLEGE

STUDENTS INTERNSHIP PROGRAMME

LEARNING JOURNAL



PERSONAL INFORMATION

Name:.....

Programme Option:.....

Index No:.....

Level:.....

Telephone:.....

E-mail:.....

ORGANISATION

Name of Organization:.....

Location:.....

Telephone/Fax:.....

Address:.....

Name of Supervisor:.....

Position:.....

Mobile No:

Week	START END
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Name of Organization:.....

Department/Section:.....

Job Title:.....

Duties Performed	Knowledge Acquired/Learning Experience

Student's Remarks Student's Signature	Supervisor's Remarks: Date

This is to certify that the above named student performed all the duties stated above during the week under review.

Name.....

Signature, Official Stamp.....

Date.....

THE STUDENTS FINAL REPORT FORMAT

- A. Give a brief Profile of the company/organization.
- B. Description of job performed in Internship (discuss your contribution to the Organisation).
- C. Give an Assessment of the internship as a learning experience. Analyze and discuss the internship experience by applying academic coursework to experiences and observations made in the work setting.
- D. Discuss how the skills learned may influence your academic decisions and career choices for the future.
- E. Discuss what you learned from Co- workers – personally and professionally.

Note:

- i. The Final Report must be submitted both electronically to kkyere@yahoo.co.uk and printed to the Assistant Registrar before the beginning of the first semester of the Academic Year.
- ii. It must be typed-written Times New Roman, double spacing with 12 point font size, maximum of fifteen pages