**Internship report: Format**

|  |  |
| --- | --- |
| **Name of intern** |  |
| **Country of internship** |  |
| **Partner** |  |
| **Project** |  |
| **Duration of internship** |  |

**Content:**

* Executive summary
* Introduction
* Introduction to project
* Local partner (short)
* The internship – duration and objectives
* Analysis of work performed - deliverables according to objective of internship
* Experience and lessons learned
* Perspective and recommendations regarding practicalities during the internship, objectives and duration.
* Conclusion

Annex: copy of financial report