

Internship Report Format

When writing your **Student internship report** for the **FACE (Folklore Arts and Cultural Enlightenment) Organization**, follow these guidelines to create a well-structured and effective document:

1. Cover Page:

- The cover page is the first page of your report and provides key information. Include:
 - Name of your school/college/department.
 - Current academic year and diploma.
 - Title of your internship report.
 - Duration of your internship (start and end dates).
 - Your name, email address (if applicable), and a professional photo.

2. Introduction:

- Present the context of your internship:
 - Briefly describe the **FACE (Folklore Arts and Cultural Enlightenment) Organization's** mission, goals, history, leadership, funding sources, partners, audiences, and information dissemination practices.
 - Set the stage for the rest of your report.

3. Internship Experience:

- Describe your position within the **FACE (Folklore Arts and Cultural Enlightenment) Organization**
- Detail the tasks you completed during your internship.
- Highlight the skills you acquired.

4. Reflection and Learning Outcomes:

- Share insights and reflections on your experience.
- Discuss how the internship contributed to your personal and professional growth.
- Consider lessons learned and areas for improvement.

5. Conclusion:

- Summarize your overall internship experience.
- And also submit the data and photograph of the internship experience with this report.

Remember to keep your report professional, concise, and well-organized.