

GARDEN CITY UNIVERSITY COLLEGE

***EMPLOYMENT-BASED INTERNSHIP PROGRAMME**

(WEEKEND STUDENT)

LEARNING JOURNAL



2010/11

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:

*Weekend students who intend to use their organization /employment as their internship site

Week TO.....2010
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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 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, General Administration before the beginning of the first semester of the academic year.

- ii. It must be typed-written, double spacing with 12 point font size, maximum of fifteen pages