Content (80 points)

Refer to "Summer Practice Report Guidelines" for detailed information about content expectations.

Part I

- Description of the company/institution
- Description of the industry

Part II

- Description of the company's sustainability awareness
- Description of the company's sustainability activities

Part III

- Detailed information about the department where the internship is completed
- An overview of the daily activities of the department
- Detailed information about responsibilities and tasks/duties conducted (in reference to weekly notes)

Part IV

- Positive and negative experiences during the internship
- Your contributions to the department/organization
- A discussion on the application of business knowledge and skills
- A discussion on the application of computing, teamwork, written and oral communication skills, usage of new tools and technologies, data gathering, analysis, and interpretation
- Evaluation of the mode (hybrid vs. face-to-face) of summer practice
- Contributions of the summer practice to your professional development
- Recommendations

Format (20 points)

Refer to " Summer Practice Report Guidelines" for more information about formatting expectations.

- Your writing is precise/to the point
- Your report sustains the reader's attention
- Ideas are logically developed and justified
- Sentences and paragraphs are logically organized and connected
- Your report adheres to the appropriate format specified by the guidelines
- Your report is accurately and professionally formatted as specified in the guidelines
- Your report uses a range of advanced level formal vocabulary accurately
- Your report uses appropriate business jargon/terminology
- Your report is free from grammatical errors
- Language used in the report is audience appropriate
- Information is displayed adequately with appropriate techniques (e.g., graphs, tables, figures)
- Information is presented clearly (e.g., clear titles, labels, appropriate values, notations)
- Graphs/tables/figures etc. are connected with the relevant ideas in the body of the report