**Appendix A -- BUSI 4399 / MBA 5399 Internship**

Internship Report Guidelines

Content requirements:

• General information about the company

• Definition of the problem(s)

• Application of business concepts to solve the problem(s)

• Solutions and analysis of possible outcomes of these solutions

Report outline/requirements:

• Title Page

• Executive Summary

• Introduction

• Project 1, Project 2,…, Project n

• Results and Recommendations

• References

• Appendix

Formatting requirements:

• The paper must be professionally written and well organized

• Relevant sources and works must be cited in the document and listed at the end of the report

• Length of the paper should be between 8 – 10 pages with double line spacing (excluding title page, references and appendices)

• Page margins should be 1”

• Font type and size should be Times New Roman, 12 pts.

• Use page numbers. Center them at the bottom of the page