

HOW TO WRITE A FINAL REPORT

You will be representing your school. It's therefore your task to document your experiences from your internship abroad. The school would like to learn from your experiences in order to improve ourselves in the future. Parts of your report can also be used as a basis for discussions with the hosting organisation. The following questions should be answered by you.



Shortly present the school you were visiting.

- Where is the school situated?
- Geographic placement?
- What ages and what program?
- Describe and reflect on differences to your own school system.

Shortly present the company, the department and the tasks. Also present the staff.

- Where is the work place?
- Try to describe the most frequent tasks at the department. Also describe your specific tasks. What different professional roles and educational requirements are there for the employees at your department?
- What future competences will be asked for at the department?
- What have you learnt during your vocational training? Is there anything you will find useful in the future?
- Try to describe and reflect on the differences/similarities with a work place in your own country.

Reception/tasks:

- How were you received at the work place?
- Were you given clear instructions?
- Were your supervisor and work colleagues helpful?
- Did you receive enough information about rules, safety regulations etc.
- How did you experience your tasks?
- Did they feel meaningful?

- How were you received at the school? Were you given clear information?
- How was the accommodation?
- Did you make contact with any other young people in the country?
- Did you have problems communicating with the people in the country?
- Which languages did you use?



Cultural exchange:

- What did you get to see and experience?
- What have you learnt about the culture of the country?
- Try to describe the differences/similarities with the youth culture in your own country.

International experiences:

- Try to describe how your internship abroad has influenced you.
- Would you in the future like to work abroad? Why? Why not?