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| Internship REPORT  |
| Internship student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year of study: \_\_\_\_\_ | Group number: \_\_\_\_\_\_ | EnglishForm of education: IFSupervising teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The Bucharest University of Economic Studies

Faculty of Marketing

2023-2024

### **I. Internship Coordinates**

### **1. The organization where the internship is carried out**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social headquarters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Working point (if different from the social headquarters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAEN code (field of activity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **2. The appointed tutor**

Surname and name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held by the tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **3. Training module: Marketing**

### **4. Duration of internship**

Date: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **5. Compulsory total duration of the internship: 112 hours**

### **6. Department where the internship is carried out (if applicable)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For example: marketing department, sales department, purchasing department, etc.)

### **II. SKILLS EXERCISED:**

**Transversal skills**

CT2: The identification of the roles and responsibilities in a multi-specialized team and the implementation of effective relationship and work techniques within the team.

### **III. PRESENCE JOURNAL DURING THE INTERNSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Activities carried out during the internship | Number of hours allocated to the activity | Brief presentation of the activities carried out |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| \_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |
| Total hours of internship | 112 |  |

**IV. RESULTS OBTAINED IN THE INTERNSHIP:**

Brief presentation of the main results:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ANNEX TO THE INTERNSHIP REPORT**

**HIGHLIGHTS OF THE INTERNSHIP ACTIVITY**

**1. Presentation of the organization in which the internship took place**

Brief background:

Number of employees:

Turnover / market share:

The object of activity of the organization:

Client portfolio:

*(Remarks: avoid copy-pasting text from websites or other online and offline resources)*

**2. Organizational chart and position of the marketing department within the organization**

The organizational structure of the company:

*(if there is no marketing department, mention who has marketing responsibilities within the organization)*

**3. Presentation of the marketing activity of the organization**

In which market do they operate?

Who are their main competitors?

Product / service portfolio – description.

Prices charged.

Distribution system.

Marketing communication (online and offline tools, campaigns, etc.).

Design an analysis of the online presence of the organization (website, social networks, etc.).

Which are the companies specialized in marketing services with which they collaborate (advertising agencies, marketing research companies, etc.)?

**4. Proposals for the development of the organization's marketing activity**

Which are the main strengths of the organization?

Proposals for improving the marketing activity of the organization.

**5. The main skills and competences (including marketing) practiced during the internship**

What skills have you practiced during your internship?

What new things have you learned?

**6. Description of how you collaborated with the tutor and other people within the organization**

How did you communicate with the tutor (working sessions, email, phone, Zoom, etc.)?

How were the work tasks transmitted?

Appreciate the quality of the interaction with the tutor, giving a grade from 1 to 10: \_\_\_\_\_

What other people in the organization have you interacted with and in what context?

**7. Evaluation of the collaboration opportunity between ASE Bucharest - Faculty of Marketing and the organization**

Strengths of the internship.

Weaknesses of the internship.

Would you recommend the organization to a friend, a student at the Faculty of Marketing, to do the internship here? Why or why not?

What advice would you give to future internship students?

**8. The main knowledge acquired in the university that was used in the internship**

Mention the main theoretical knowledge applied in the internship.

Can the information obtained during the internship be used in a project during your university undergraduate studies?

**9. Supporting documents:**

Photographs taken during the internship.

Other documents or materials you made and which may be distributed to the public (confidential documents are excluded).

Prepared by,

Surname and name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_