

School of Business and Economics

MBA (P)/MBA (EVE)/BBA (H)/BBIS/BS (A&F)

Guidelines for Internship Report

The purpose of the Internship Report is for students to describe their accomplishments and demonstrate what they have learned during their internship period. It is an opportunity for the student to express in writing the nature of the work experience performed and the learning attained from performing specific tasks while working in a professional environment.

Note: As mentioned above the purpose of the report is to demonstrate internee's own learning and experience so it should reflect internee's own hard work rather a copy/paste material from other sources.

Format:

Includes the following:

12-point Times New Roman font; 1" Margin from all sides; Single Spacing; Justify the text from both sides; Total Pages of report should not exceed more than 35 pages and less than 20.

Listing & order of the components in Internship Report

Title Page:

Includes the following:

Name of the organization (where internship was completed)

Student Name, ID number, Program, Name of the intern's own Institution/University, Semester (in which internship was registered)

Acknowledgement:

In this part the Internee should acknowledge everyone who helped him/her in any way during the internship period including his/her co-workers, supervisors at the organization. (At the end name of the author and the date)

Table of Contents

List of Tables

List of Figures

Executive Summary:

In this part the intern have to give the summary of the whole report in a précised way.

Chapter 1

Chapter2

Chapter (last) Conclusions and Recommendations

References

Appendices

Chapter 1: Introduction of Report (3-4 Pg.)

(Purpose of internship, why internship is important)

Chapter 2: Introduction of the Organization (5-10 Pg.)

1. Products

2. Company profile

3. Departments

4. Hierarchy

Chapter 3: My Learning (15-20 Pg.)

1. Learning from Internship (with respect to 4W's, 1 H) (2 pages)

2. Skills developed (5 skills tapped at the internship with examples)

3. Areas for improvement (3 skills in term of the skills)

4. Knowledge gained (duties, process)

5. Team work learning/specific assignment

6. Recommendations (1 Page)

7. Conclusion (Crux of the whole internship experience) 1 Page

8. Bibliography / References

(Must) Each Student must give following Affidavit at the end of the report.

Affidavit

I solemnly declare that this report is solely my own effort and nothing has been taken from any other source except which has already been mentioned as references. I further declare that all the figures and tables quoted here, to the best of my knowledge, are correct and all financial calculations are according to the prevailing financial standards.

Mr./Miss....abc

Student

BBA/MBA

Final Submission (Tape / Spiral Binding)

Internship Report and Internship Letter

Upon completion of your internship, email your internship report and signature and stamped organizational internship letter to aleem.akhtar@umt.edu.pk and get an appointment for viva.

Note

- It is compulsory to submit the Final Report within four weeks after the internship tenure completion, otherwise the participant will be marked FAIL.
- Plagiarism will be less than 19%.
- Follow proper dress code for viva voce.