

Internship Report

Name of the Organization

(Where you have completed your Internship Training)

(Bold, 16 font, Times New Roman style)

Submitted By

<<Student Name>>

<<Registration No>>

<<Program>>

<<Summer 20XX>>

<<Submission Date>>

(Bold, 16 font, Times New Roman style)



SZABIST
ISLAMABAD
Discover Yourself

SZABIST, Islamabad Campus

Declaration Form

I (student name), Registration No.....program.....
has completed my internship report of weeks at
(company name) under supervision of

Signed by Student:

Signed by EDC:

Format of the Internship Report

1. Acknowledgement

(Page No 1)

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the employees, department, instructor, family, or any other person).

2. Executive summary

(Page No 2-Half a page maximum)

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, you should briefly mention everything important that you have done, discovered and concluded.

3. Table of contents

(Page No 3)

List the important section titles and sub-titles in the report with their respective page numbers in a tabular format.

Part No 1:

4. A brief introduction of the organization's business sector ¹

(Page No 4: 1 page maximum)

Provide an overview of the main area or business sector in which the organization falls into; i.e. telecommunication, petroleum, financial service, etc. Here, you should discuss the main business sector and NOT the organization under consideration. For example, if the organization is in the telecommunications sector (e.g. PTCL), then you should briefly describe the telecommunications sector in Pakistan here. You should NOT include an introduction of the specific organization here as this will be written in the following section and the rest of the report.

5. Overview of the organization

(Note: 2 pages maximum)

- a. Brief history
- b. Competitors
- c. Brief summary of all the departments

For sections 4 and 5, if you are interned in a government sector, some parts may not be applicable such as product lines and business units. However, the point of these sections is to provide all the information you can obtain about the organization you trained in.

Note:

In section 4 & 5, students are expected to collect information from various sources such as within the organization (managers, internship supervisors, employees and other concerned persons) as well as the organization's website, documents, brochures, etc. However, it is necessary to mention the sources of information. Also, **The Description Should Be In Your Own Words.**

Part No 2:

6. Plan of your internship program

(Note: 1 page)

- a. A brief introduction of the branch or department where you performed your internship
- b. The starting and ending dates of your internship
- c. The names of the departments in which you obtained training and the duration of your training in these departments.

7. Internship Weekly Schedule

(Note: 2 pages)

Duties and responsibilities performed: Provide a detailed description of the duties and responsibilities that you have performed during your internship on a weekly basis.

- Week one responsibilities and tasks:
- Week two responsibilities and tasks & so on:

Part No 3:

8. Learning Experiences

(Note: 1 page)

- a. **Knowledge acquired:** Briefly describe the knowledge you gained through your internship experience and relate this knowledge to what you learned in specific courses at the SZABIST.
- b. **Skills learned:** Describe the skills and any career-specific abilities that you gained during your internship. Discuss any of the skills that you learned as part of courses at the SZABIST that were helpful during the internship. (Note: the skill means the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).
- c. **Observed attitudes and gained values:** Describe the manners, mindsets or values that you found and you perceive as important, in your internship program, for a successful career (e.g. hard work, dependability, honesty, etc.)

- d. **The most challenging task performed:** Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it.

Note: Sections 6, 7, and 8 are important sections of this internship report. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. Also note that **descriptions given in bullet points will NOT BE ACCEPTABLE: you must provide explanations.**

9. Strength, Weakness, Opportunities, Threats (SWOT) Analysis

(Note: maximum 1 page)

The student is expected to perform a SWOT analysis for the organization he/she trained with during the internship program. It is very important that the student elaborates as this will assist the evaluator in assessing the analysis.

10. Problem Identification and Solution

(One paragraph)

Did you find any problem in organization? If yes, then how will you solve it?

You are NOT required to provide a whole report on the problem; you are required to be precise as possible.

- a. Problem identification: Clearly identify and describe the problem in detail
- b. Consequences of the current problem: Identify how the current problem is affecting the company/organization and detail the consequences.
- c. Solutions: Suggest a solution to the problem. You need to elaborate and document your Solution with either prior research or based on your program of study. You need to properly reference whatever sources you use in forming the solution.

11. Conclusion

(Note: 1 page)

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience.

Note:

Sections 4-11 are **NOT** expected to be copied from anywhere. You must provide information in these sections based on **your** personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report will be completely rejected as per the **Collusion and Plagiarism Policies** of the university.

12. References and Sources Used

Provide all the references and sources that you have used for data collection in your internship Report.

13. Appendices

If necessary, students may provide any additional information that is relevant to their report and reference should be made to it in the report. However you must include the following:

1. Reference letter from EDC
2. Internee evaluation form (signed & stamped by supervisor)
3. Copy of Internship certificate (signed & stamped by supervisor)

General Instructions for the report:

Complete all the required parts as stated in the Internship Report Template. Remember: DO NOT skip any part since each part is important.

There should be harmony between the ideas that you describe throughout the report (e.g. in the internship experience, conclusions and recommendations).

The Internship Report should be submitted within the due date as will be given by the EDC. **Submissions made after due date will not be considered.**

The Internship Report should be typed with the following formatting:

- Page limit: 10-12
- Font size = 12
- Font style = Times New Roman
- Space= 1.5
- Left align
- Spiral bonding
- Email the soft copy at edc@szabist-isb.edu.pk