

Uttara University
School of Business

Internship Report Format & Guidelines

<i>Section</i>	<i>Explanation</i>
<i>Cover/Title Page</i>	There are four things on the title page of the report such as internship/report topic, name and affiliation of the supervisor, name and department of the student, and date of submission with year. The cover/title page should be given to know the title of the study and other details of the study.
<i>Inner Cover</i>	The inner cover page is identical to the cover page. It is the title page of the report.
<i>Letter of Transmittal</i>	The purpose of this letter is to release or deliver the study report to the supervisor for acceptance. This letter may be called a cover letter explaining the assignment given by the supervisor.
<i>Offer Letter</i>	This letter is given by an organization where the student is to do the internship work for at least eight weeks. This letter aims to recognize the student as an internee by the respective organization.
<i>Letter of Authorization</i>	This letter is given by the faculty supervisor to authorize/allow the student to do the internship/research project.
<i>Preface/Acknowledgements</i>	In this section, the student should acknowledge the faculty supervisor, corporate supervisor, manager, or other persons from whom s/he got help in accomplishing the internship report.
<i>Table of Contents</i>	The table of contents should list down chapter title and sub-title, headings, and sub-headings.
<i>List of Tables</i>	The list of tables includes the chronological list of tables with page number (s) used in the report.
<i>List of Figures</i>	The list of figures includes the chronological list of figures with page number (s) used in the report.
<i>Executive Summary</i>	It is the summary of the study. Its length should not exceed two pages. The main elements to be included in the Executive Summary are: <ul style="list-style-type: none"> (i) Background, objectives, and the specific purposes of the study; (ii) The major results of the study; (iii) Conclusions that are interpretations of the results and the reasons behind them; and (iv) The recommendations that are based on findings and should be specific.
<i>Introduction</i>	Explain what this study is, why the internship was undertaken, and what the student tried to cover during his/her internship. The study background will also be included in this part.
<i>Objectives of the Study</i>	Broad and specific objectives are explained in this section. Broad objective addresses the title/topic of the internship while specific

	objectives explain the specific aspects of the internship study or break down the broad objectives into specific objectives.
<i>Major Difficulties Faced/ Limitations</i>	The difficulties students faced while doing an internship. Limitations include some potential areas where the study may fall short.
<i>Company Profile</i>	In this part of the report, the student should describe and evaluate the organization/company where s/he worked as an intern. It may include: <ul style="list-style-type: none"> i. History of the company ii. Organizational structure iii. Mission, vision, and objective iv. Service/Product of the company v. Market: national and/or international vi. Performance over the years (at least 5 years, if the organization is older than 5 years) vii. Department where the intern worked
<i>Data Collection and Processing</i>	This section may address the following areas: <ul style="list-style-type: none"> i. Data source & data collection methods: Did the data come from primary or secondary sources? Were results collected by survey, observation, or experiment? A copy of the survey questionnaire or observation form should be included in the appendix. ii. Sample: What was the target population? What sample units were used? How were they selected? Detailed computations (these explanations should be attached in the appendix). iii. Fieldwork: What did the student observe or experience over there? Was the work focused on the study topic? iv. Analysis: This section should outline the qualitative and/or statistical analysis used in the study.
<i>Analysis & Findings</i>	This section demonstrates objective discussions supported by the tables and graphs. At the end of the discussion, the student should discuss all the results that the student found and explain their findings. Students should also provide the job description in this section. The student is also required to provide a written assessment of the student's work experience, indicating the type of work accomplished, the work environment, and how the internship is related to the educational program of the student.
<i>Conclusions & Recommendations</i>	Conclusions are the explanations of the important results and identification of the reasons behind them. Recommendations are specific suggestions for actions.
<i>References</i>	References are the names of the authors and the details of the documents used and referred to the report (APA style suggested)
<i>Appendices</i>	Any material that is too technical or too detailed to go in the body of the report but is important should be attached in the appendix.