

GUIDELINES FOR INTERNSHIP REPORT

The purpose of doing an internship is to gain valuable work experience which can give students an edge in the job market. In addition, this provides an ideal opportunity to work in various departments of an organization as well as do multiple tasks, get mentoring from experienced managers, develop, and refine business skills and clearly define career goals. It is compulsory for the student to not only do internship but do it conscientiously and diligently. This is because each student will be asked to submit an internship report immediately in the semester after the internship. The internship is a **six credit hours** course. The student needs to undertake a **minimum 6-week internship (42 days)** after the completion of either the sixth semester or the seventh semester. Please note that the internship report will be checked for plagiarism. Each student will be asked to attach a Turnitin plagiarism report with the internship report. Plagiarism level should not be more than 25% in the internship report. The following format of Internship Report is to be **EXACTLY** followed by all students graduating from the degree programs of BS (Hons) in Management.

- 1- The Report should be either **Tape Bind** or **Ring Bind** for submission, on standard A4 sized paper, The entire report should be written in Times New Roman with an appropriate font size. APA Style should be followed.
- 2- **Header & Footer:** Header (Name of Organization, Font size 11, Times New Roman with Bottom Border) Footer (Page No., Middle, Font Size 11)
- 3- **Important Note:**
*In Chapter 2 of your report, please pick the relevant section according to the department of the organization where you have done your internship. For instance, if you have majors in **Public Management** but you did your Internship in **HR** Department of an organization, you are required to write only **HRM section** in Chapter 2 regardless of your major/minor subject. Same goes for all the other specialization students.*
- 4- It is mandatory to attach, the attested copy of your **Internship Completion Certificate** (on the letter head of the organization) and **Internship Evaluation Form** (provided in format) duly filled by your **Internship Supervisor** along with the **Business Card** of your supervisor at your Internship Organization.
- 5- Internship Reports should be submitted to **Academic Office** as soon as you are done with your internship and within the submission date provided by your program coordinator.
- 6- Please note that **Final Transcripts** are not issued unless the reports are submitted and checked. The usual checking time for Reports is 1 week after submission.
- 7- Internship Reports that will not include complete details as on the **First title Page in Format** and **Page numbers** in report shall **NOT** be marked and will be returned back to the student.
- 8- It is preferred that the internship if done in the area in which the student is specializing. However, the student can also do internship in areas other than the specialization.
- 9- The internship should end before the commencement of classes for the upcoming semester.
- 10- The internship is to be of minimum 42 days including Saturdays and Sundays (6 weeks) but excluding gazette holidays.
- 11- The internship can be done in any public or private sector organization.
- 12- The internship cannot be done in an organization which is owned by students' parents or siblings or friends.

- 13- In case, of doing a job, which the student wants to be considered as internship, the student has to submit an experience letter which should clearly mention the timings of the job. The job timings should not overlap with students scheduled class timings.
- 14- For any QUERY regarding your Internship/Internship Report, please contact your Program Coordinator.

Internship Viva

After the submission of the report the student will be asked to appear for a viva voce. The internship viva will be based on the following.

- Students will be asked the learning experience during the internship.
- How students can link their course (specialization) contents to the work experience.
- Discussions on recommendations mentioned for further improvement.

Internship Grade Weightage:

The reports will only be accepted when:

- The internship letter meets the criteria mentioned above.
- Plagiarism Report of Turnitin, the report will be returned if plagiarism of more than 17% is found.

Grade Distributions:

- Introduction (5%)
- SWOT Analysis of organization (5%)
- Management Practices (20%)
- Learning & Experience (20%)
- Conclusion & Recommendations (5%)
- References and acknowledgement (5%)
- Internship Viva (40%)

The Grading criterion for report is mentioned as follows. Please note that **Grades** are mentioned on your final Transcript based on the evaluation of your report and **VIVA** by Internship Evaluation Committee along with your Internship Evaluation as received from Internship Supervisor.

Grading Criterion:

Percent Marks	Letter Grade
85-100	A
80-84	A-
75-79	B+
70-74	B-
65-69	C+
58-60	C
55-57	C
50-54	D
Below 50	F
Withdrawal	W
Incomplete	I

INTERNSHIP REPORT



INSTITUTE OF ADMINISTRATIVE SCIENCES – (IAS) UNIVERSITY OF THE PUNJAB

Name:

Roll No:

Degree Program:

Session:

Internship Organization Name:

Branch and Address:

Internship Supervisor:

Internship Supervisor Contact Number:

Internship Supervisor Email ID:

The internship report should have the following in the specified order

- Internship Rubric (see attachment at the end)
- Internship offer letter
- Attested photocopy of Internship Letter Completion Letter
- Internship evaluation form (attached as annexure)
- Plagiarism Report of Turnitin Table of Contents
- Business card of the supervising manager Executive Summary

Acknowledgements

Sr. No.	CONTENTS	Pg. No.
Chapter 1: Introduction to the Organization		
1.1	Brief History	
1.2	Nature of the organization	
1.3	Organogram & Number of Employees	
1.4	Vision	
1.5	Mission	
1.6	Values	
1.7	Goals & Objectives of Organization	
1.8	Business of Organization (Products and/or Services)	
1.9	Products or Services Offered <ul style="list-style-type: none"> • Product/Service Details (A) • Product/Service Details (B)..... 	
Chapter 2: Management Practices at [Organization Name]		
<i>Write this chapter according to your department of Internship regardless of your Specialization (major/minor) in degree program</i>		
HR Section	Human Resource Management Practices at [Organization Name] <i>(for HRM Internship only)</i>	
2.1	HR Division – a Review	
2.2	Job analysis	
2.3	Human Resource Planning	
2.4	Recruitment and Selection Procedures	
2.5	Orientation of new hires	
2.6	Training & Development of employees	
2.7	Appraising & Managing Performance	
2.8	Compensation & Benefits Policies	
2.9	Labor Relations	
2.10	Procedures of Record keeping of Employees	
MKT Section	Marketing Management Practices at [Organization Name] <i>(for Marketing Internship only)</i>	
2.1	Marketing Division – a Review	
2.2	The Marketing Environment (Micro & Macro)	
2.3	Marketing Mix at [Organization Name]	
	2.3.1 People	
	2.3.2 Product	
	2.3.3 Pricing	
	2.3.4 Place (Distribution): Marketing channels and Supply Chain Management	
	2.3.5 Promotion (sales & communication)	
	2.3.6 Performance	

FIN Section	Financial Management Practices at [Organization Name] <i>(for Finance Internship only)</i>	
2.1	Finance Division – a Review	
2.2	Financial Planning & Provision of Capital	
2.3	Administration of Funds	
2.4	Accounting & control mechanisms	
2.5	Protection of Assets	
2.6	Tax Administration	
2.7	Investor Relations	
2.8	Financial Evaluation & Consulting	
2.9	Financial Information Systems	
PM Section	Public Management Practices at [Organization Name] <i>(for Public Sector Internship only)</i>	
	Public Management Division – A Review	
2.1	Organization & Management (Planning, Organizing, Leading & controlling)	
2.2	Staffing/ human Resources	
2.3	Financial Resources & Budgeting	
2.4	Stakeholders	
2.5	Organizational Culture	
2.6	Donors/ Donor Driven Projects	
2.7	Community/ Citizen Engagement	
Chapter 3: Tasks and Duties at Internship		
3.1	Function(s)/Department(s) of Internship	
3.2	Week 1	
3.3	Week 2	
3.4	Week 3	
3.5	Week 4	
3.6	Week 5	
3.7	Week 6 <small>(add more weeks according to duration of your internship)</small>	
3.8	Learning and Achievements at Internship <i>(Write a paragraph or week wise activities)</i>	
Chapter 4: SWOT Analysis of [Organization Name]		
Chapter 5: Learning and Experience [Organization Name]		
5.1	Internship Duration & Rationale for Selection	
5.2	Learning and Experiences	
5.3	Suggestions	
Chapter 6: Conclusion		
	References	
	Appendix	
	Personal Resume	

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INTERNSHIP EVALUATION FORM

(To be filled by the Internship Supervisor)

Intern's Name:	
Father's/ Guardian's Name:	
Program:	
Class Roll No.	
Telephone No. (Res.)	(Cell no.)
<u>To be filled by the internship Supervisor</u>	
Supervisor's Name:	
Designation:	
Internship Organization:	
Address:	
Telephone No:	
Internship Joining date of the intern:	
Internship Completion date of the intern:	
Internship duration:	
Attendance of the intern in days:	

Specific Tasks assigned during internship:

- _____
- _____
- _____
- _____
- _____
- _____

Please evaluate the intern on the five-point scale ranging from Satisfactory to Excellent based on the following key attributes.

Sr. No.	Attributes	Satisfactory					Excellent				
		1	2	3	4	5	1	2	3	4	5
1.	Punctuality & regularity	1	2	3	4	5	1	2	3	4	5
2.	Commitment to work	1	2	3	4	5	1	2	3	4	5
3.	Productivity Level	1	2	3	4	5	1	2	3	4	5
4.	Meeting the Deadlines	1	2	3	4	5	1	2	3	4	5
5.	Teamwork	1	2	3	4	5	1	2	3	4	5
6.	Quality of work	1	2	3	4	5	1	2	3	4	5
7.	Initiative in taking new assignments	1	2	3	4	5	1	2	3	4	5
8.	Communication Skills-Writing	1	2	3	4	5	1	2	3	4	5
9.	Communication Skills-Speaking	1	2	3	4	5	1	2	3	4	5
10.	Communication Skills-Comprehending	1	2	3	4	5	1	2	3	4	5
11.	Adaptability to the organizational environment	1	2	3	4	5	1	2	3	4	5
12.	Overall Conduct & behavior	1	2	3	4	5	1	2	3	4	5
13.	Other, Pl. Specify:	1	2	3	4	5	1	2	3	4	5

<p>General Remarks regarding Intern's Performance during Internship:</p>
<p>Areas of Learning & Improvement:</p>

Evaluator/Internship Supervisor

Office Stamp

Name: _____

Designation: _____

Signature: _____

Dated: _____

Internship Rubric

- Please check the internship only if the plagiarism report shows less 25% or less plagiarism
- Internship duration for all internship has been verified as 42 days, you will be required to only check if the same has been mentioned in the report

	Marks	Exemplary - 4	Outstanding - 3	Satisfactory - 2	Needs Improvement -1	Poor - 0
Introduction						
Company Background	2	Excellently presented. Key elements are excellently highlighted	Satisfactory presentation. Fairly highlighted the key elements	Moderately presented. Few of the key elements are not highlighted	Poorly presented. Most of the key elements are not highlighted	Not written
Objectives	1	Company objectives are clearly stated and presented	Company objectives are fairly presented	Company objectives are presented but not clearly stated	Company objectives are very poorly expressed	Not written
Organizational Structure	1	Structure is clearly presented in a proper format	Structure is presented but not in the right format	Structure is present but elements are missing	Structure is confusing	No structure
Product Details	1	Products are clearly mentioned, and the report highlights the complete product/service range	Products are satisfactory presented	Products are presented but not clearly defined	Poor presentation of products	No product description
Management Practices (HRM/Marketing/Public Admin/Finance)						
Management practices	20	Management Practices related to area are clearly presented in a proper format	Management Practices related to area are presented in satisfactory manner	Management Practices related to area are presented but some aspects missing	confusing	Nothing metioned
SWOT Analysis						
SWOT	5	Students go above and beyond research of all 4 sections. Uses proper resources and lists the proper attributes found.	SWOT are identified and expressed in a coherent manner	SWOT are presented but not expressed in a satisfactory manner	Not all 4 researched, incomplete analysis, questionable resources.	NO SWOT in the report

Learning & Experience						
Internship Duration	5	Internship duration of 42 days is mentioned in the report	Internship duration is 42 but is written in a confused manner	Internship duration is 42 days but not mentioned	Internship duration is not mentioned in the report	Less than 42 days
Rationale for Selection	5	The company was selected as it is well known and teaches its interns well	The company is considered good in the area of specialization that the student has chosen	The rationale for selection was that I got internship in just this organization	The internship was done in the company as i had a reference in this company	No mention of the rationale in the report
Task Performed	5	Relevant and thorough discussion. Address all task performed	Good discussion on task performed	General discussion on task performed	Minimal discussion of the task performed	No discussion of the task performed
Personal Learning	5	Demonstrates an in-depth reflection and personalization of the internship	Demonstrates a satisfactory reflection and personalization of the internship experience	Demonstrates a general reflection and personalization of internship experience	Demonstrates a minimal reflection and personalization of internship experience	Demonstrates lack of reflection on, or personalization of internship experience
Conclusion & Recommendation						
Recommendation & Conclusion	5	Excellent recommendation and conclusion	Good recommendation and conclusion	Satisfactory recommendation and conclusion	Moderate recommendation and conclusion	Unclear recommendation and conclusion
Reference & Acknowledgements						
Reference & Acknowledgement	5	Excellent presented.	Highly satisfactory presented.	Satisfactory presented	Moderately presented.	Poorly presented
Internship Viva (40 marks)						
Viva	40	Candidate conveyed an accurate understanding of the internship. Demonstrated understanding of the role. Thoughts were organized and clear	The student answered all questions related to internship confidently, clearly and comprehensively	The student answered all questions related to the internship satisfactorily	The student was confused in their thoughts and has no clear understanding of their role in the task performed during internship	The student could not answer any question
TOTAL						

