

STANDARD FORMAT OF THE INTERNSHIP REPORT

INTERNSHIP REPORT

- Reflects your ‘overall’ experience of the internship duration
- Helps polish your writing skills
- Increases your understanding of report writing
- Enriches your vocabulary and helps reduce grammar and spelling errors
- Contributes to the existing knowledge base

FONT STYLE/SIZE/SPACING

- Font: Times New Roman
- Size: 14 points **bold** for main headings
13 points **bold** for sub-headings
12 points for all other text
- Spacing: 1.5 Line Spacing

CONTENTS OF THE REPORT

- Title Page (Specimen Provided)
- Page for supervisory committee (Specimen Provided)
- Table of contents
- Acknowledgement Page
- Internship Certificate
- Executive Summary
 - Chapter 1 Introduction of the Report
 - Chapter 2 Overview of the Organization
 - Chapter 3 What I have Learned
 - Chapter 4 Analyses
 - Chapter 5 Recommendations and Conclusion
- References (Write in APA format, all the sources consulted in the making of your report)
- Appendices (Financial Statements, Supporting Documents etc.)

Acknowledgement

This report has been prepared for the internship that has been done in the (Name of Organization) to study the practical aspect of the course and implementation of the theory in the field with the purpose of fulfilling the requirements of the course of (Name of Program)

I would like to express my sincere gratitude to (Supervisor at QACC, Manager/Director/HOD of the Organization worked in, other employees, staff members etc.) for their support and encouragement.

Executive Summary

- An executive summary is a brief section at the beginning of a long report, that summarizes the document. As a 30-second or a one-minute version of the entire report
- Briefly, what is this about?
- Why is it important? [or] Why was it undertaken?
- What are the major findings or results?

An executive summary outlines the following information:

- The purpose
- The methods
- The results
- The conclusions & recommendations



CHAPTERS

• Chapter 1: Introduction of the Report

This chapter includes basic information regarding the process of preparation of report. This chapter should not be more than 4 pages with the following topics:

- **Background:** Basic information (without unnecessary details and descriptions) regarding topic of study
- **Purpose:** Purpose may be to study an organization from Marketing/HR/Finance/Accounting perspective, to understand the working/operations, to analyze the organization using SWOT, PESTEL, Ratio, Common-size, Index, Trend analysis techniques, whichever is applicable.
- **Data Collection:** (Primary/Secondary)
- **Scope:** As it is impossible to cover all the departments of organization in 8 weeks' time, therefore the internee should mention the major focus of his/her work or the specific department attended.

• Chapter 2: Overview of the Organization

This chapter should not be more than 5 pages, and covers the most relevant information about the Main organization, with special focus on the branch/office of work

- Brief overview
- Major activities, products, hierarchy, organogram

• Chapter 3: What I have Learned

This is an important part of your report. Your activities during the period of internship. Your job responsibility, in how many departments you were placed, what have you learned in those departments etc.

- Duration of internship
- Departments assigned
- List of activities performed and How have your performed
- Conclude by compiling your overall experience

• Chapter 4: Analyses

- Financial Analyses (Ratio, Index, Common size, Trend)
- SWOT analysis
 - List the firm's key external opportunities
 - List the firm's key external threats.
 - List the firm's key internal strengths.
 - List the firm's key internal weaknesses.
 - Match strengths with opportunities and develop SO Strategies.
 - Match weaknesses with opportunities and develop WO Strategies.
 - Match strengths with threats and develop ST Strategies.
 - Match weaknesses with threats and develop WT Strategies

• Chapter 5: Recommendations and Conclusions

- Based on Strategies developed in SWOT
- Should not be Vague, Abstract, Idealistic
- Should be Specific, Concrete, Practical

Internee should concentrate and focus on the quality of recommendations. They **should not be** unclear, ambitious and general. Your recommendations **should be** directly relevant to your place of internship and should be implementable for bringing improvement.

Conclude briefly by summarizing your main points of the report.



Internship Report
On
Standard Chartered Bank (Pakistan) Ltd.,
Saddar Branch,
Peshawar



Session 2017-18

Supervised by:

Mr. ABC
Lecturer/Assistant Professor

Submitted by:

XYZ
M.Com (Two-Year Program)
Roll No. 123

Quaid-e-Azam College of Commerce,
University of Peshawar

Approval Sheet

Internship Report

On

Standard Chartered Bank (Pakistan) Ltd.,

Saddar Branch,

Peshawar

Times New Roman - 14 Bold

Supervisor

Signature : _____

Name : Mr. ABC (*Don't write **Mr.** if Name starts with Syed*)

Designation : Lecturer/Assistant Professor
Quaid-e-Azam College of Commerce,
University of Peshawar

Times New Roman – 14 NOT Bold

External Examiner

Signature : _____

Name : _____

Designation : _____

Principal

Signature : _____

Name : Mr. XYZ

