

Indicative Format of Internship Report

1. Title Page

The title page of the report will include:

- a. Name of the organization
- b. Name of the internee, Student ID and session
- c. Submission date of the internship report
- d. Name of the University
- e. logo

2. Executive Summary

Executive summary previews every section of the report in a short form. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely (not more than 400 words).

3. Table of contents

Also make a separate list of tables and figures if you have used any.

4. Overview of the task / project assigned

5. Plan of work (word limit: min. 300 words)

6. Reflective Journal Entries (word limit: min. 2550 words)

- What did you see, read, hear etc?
- Interpret the events
- What is your opinion about what you observed or experienced? Why?
- What are your recommendations?

7. Work Samples (word limit for this section is not specified as it depends on the nature of work sample)

Compile at least 2 samples of your work during your internship. Some examples of work samples include: news stories, articles, interviews, spreadsheets, log sheets, correspondence, videos, CDs with audio or visual clips, photos, layouts, press releases, media lists, speeches etc. Each work sample should have a short description of your role in that work sample or how you used the sample.

8. Critical Analysis (word limit: min. 1500 words)

Relate the theoretical concepts with your practical experience during your internship in the organization.

9. SWOT Analysis (word limit: min. 1000 words)

10. Conclusion (word limit: min. 350 words)

11. Recommendation (word limit: min. 300 words)

12. References & Sources

In this section, provide all the references and sources in APA format that you have used for data collection in your Internship Report.

13. Annexes

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.

NOTE

Students are required to submit their Internship Reports in hard form to the Internship Coordinator office. Internship Reports submitted via e-mail will not be accepted.

- a. In case of any leave or holiday students will also mention it in a reflective journal along with reasons for observing that leave.
- b. No parts of the report are expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. The entire internship report can be completely rejected.
