Career Management Center (CMC), Preston University, Islamabad

Summer Internship Report 2012

On internship completion, every student has to submit “Internship Report” to CMC by Sep 20, 2012. Cheating/Copying is not acceptable at all.

**General Guidelines for Internship Report**

- **Report Length:** 10-15 pages (no hard/spiral binding)
- **Page Size:** A4
- **Font:** Times New Roman
- **Alignment:** Justified
- **Margin:** 2”
- **Spacing:** 1.5
- **Page Numbering:** Pages should be numbered
- **Headings/Subheadings:** Use headings/subheading where necessary
- **Spelling/Grammar Check:** Use this feature on whole report

**FORMAT OF THE INTERNSHIP REPORT FOR MBA/BBA FINANCE STUDENTS**

1. **Title Page:** Name of the University, Organization Name, Student’s Name & Reg. #, Date of submission

2. **Copy of Internship Certificate**

3. **Acknowledgement:** of those who helped you during internship and in compilation of internship report

4. **Table of Contents:** List of all headings, subheadings, and annexure with page numbers.

5. **List of Tables/Figures:** List of tables, figures, graphs, charts (if used in report).

6. **Executive Summary:** Includes major points/micro image of the report

7. **Objectives:** State your purpose to study the Organization

8. **Overview of the Organization:** Brief History, Nature of Organization, Business Volume, Main Offices, Total staff strength, Products, Competitors

9. **Organizational Structure:** Organizational Chart (hierarchy wise), Departments Name
10. **Structure of the Finance Dept.**: Dept. Hierarchy, No. of employees in the Dept.


12. **Your Internship Program:**
   
   a) Introduction of the Branch where you worked
   b) Departments in which you worked during your internship, Supervisor’s name & job title
   c) Description of the tasks/projects which were assigned to you during your internship

13. **Critical Analysis:** Associate theoretical concepts with your internship experience on following:

   i. **Financial Analysis of last 3-4 years** (including Ratio/Horizontal/ Vertical/Industry/Trend Analysis)
   
   ii. **Future Prospects of the Organization**

14. **SWOT Analysis** (strengths, Weaknesses, Opportunities, Threats to the Organization)

15. **Conclusion:** Illustrate the Company as per your judgment/assessment with reference to SWOT Analysis

16. **Recommendations:** Recommend solutions for all the problematic areas mentioned in SWOT analysis

17. **References & Sources Used for Data Collection**

18. **Annexes/Appendices**