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 M.Sc/MS/BS 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. **Organizational Structure of the IR/ECO/PSY/IT. (whichever applicable) Dept.:** Dept. Hierarchy, No. of employees in Dept.

11. **Functions of the IR/ECO/PSY/IT. (whichever applicable) Dept.**

12. **Your Internship Program:**
   
   a) Introduction of the Branch/Office 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. **SWOT Analysis** (strengths, Weaknesses, Opportunities, Threats) **with focus on IR/ECO/PSY/IT (whichever applicable) processes of the Organization**

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

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

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

17. **Annexes/Appendices**