



American International University – Bangladesh (AIUB)

Faculty of Business Administration

General Internship Guidelines for the Students

There are two types of Internship Report. The format of each type of report is described below.

Types of Report:

1. Internship Research Report
2. Internship Affiliation Report

1.0 Format Of FBA Student Internship Research Report

A. The Internship Proposal Format

Each student will have to prepare a Proposal giving details of the proposed topic /study he/she wants to work on. The Proposal should not be of more than 3 pages. The main contents of the Proposal are given below:

1. Brief Introduction of the Topic/Study

1.1 Title of the Study

1.2 Rationale of the Study

(Why are you proposing this study? What is the relevance of this to you as a student and in your future career? What contributions it can give to the Faculty of Business Administration or to the university as a whole? to the business sector?)

1.3 Profile of the Organization or Business Establishment

(Brief description of the organization where the study is based or where you are having your internship. What type of business the organization is engaged in? How many employees are? Who are the clients?)

2. Statement of the Problems

(Specific questions to be answered by the study.)

3. Scope of the Study

(This is the coverage of the study in terms location, respondents, duration/timeframe, data/information to be gathered, variables.)

4. Limitation of the Study

(What not to be included in the study in order to clarify and pre-empt expectations which are not dealt in the study.)

5. Objectives of the Study

(These are the purpose or intent of the study which are expected to be achieved or attained at the end of the study.)

i. Broad/General Objective (1 or 2 statements only)

ii. Specific Objectives (should harmonize or consistent with the statement of the problems)

6. Methodology of the Study

(This should describe the methods to be used in data collection, sources of data (primary or secondary), number and type of respondents (selection: total or sampling), use of questionnaire, if any, statistical application (frequency count, percentage, mean, correlation, t-test, time series, etc.), use of graphics, tables, etc.

7. Timeline/Schedule of Activities

(These are the lists of activities to be undertaken at the start and completion of the report with their corresponding dates.)

B. The Internship Final Research Report Format

The Internship Report must not be less than 50 pages (excluding the Appendices or Attachments). Based on the proposal submitted by the student; this report is presented as a partial requirement for the degree (Bachelor in Business Administration). The preparation of the Final Report shall follow the format given below:

- **Cover Page** (see the standard format)

- **Title Page** (see the standard format)

I . Letter of Transmittal (this letter contains the information about the submission of the Final Report to the Faculty of Business Administration through OPA)

II. Letter of Endorsements by the Supervisor

III. Acknowledgment (Page no. in Roman Form; ex. I, II / i, ii)

(Expression of thanks to the people, to the company and others who have made invaluable contribution to the completion of this report.)

IV. Executive Summary (Not more than 500 words)

(Page no. in Roman Form; ex. I, II / i, ii)

(This is the recap of the report or study highlighting the important and significant features of the study.)

- Table of Contents

- Body of the Report

Part I :

1. Organization Overview or Profile of the Organization

Part II :

1. Introduction to the Report/Study

- a) Rationale of the Study (see proposal format)
- b) Statement of the Problems (see proposal format)
- c) Objectives of the Report/Study (see proposal format)
- d) Scope of the Study(see proposal format)
- e) Limitation of the Study

2. Review of Related Literature

- Books
- Reports
- Journals
- Studies

(Describe the relationship of each of these documents to your study. Why did you use or cite them in your study? Avoid cut and paste.)

3. Methodology of the Study

(This should describe the methods used in data collection, sources of data (primary or secondary), number and type of respondents (selection: total or sampling), use of questionnaire, if any, statistical application (frequency count, percentage, mean, correlation, t-test, time series, etc., use of graphics, tables, etc.)

4. Analysis and Interpretation of the Data

(On the basis of the data and information collected which are usually presented in tables, matrices and graphs, analysis and interpretation can be made. Some implications, explanations or justification should be made why this obtaining situation exist. The sequence of the analysis should be made based on the statement of the Problems or Objectives of the study. Some Issues and Problems can be an offshoot of the analysis and interpretation.)

5. Findings of Study

(Specific significant findings of the study after the analysis and interpretation of the Data have been made.)

6. Conclusions

(These are specific and direct answers to the questions in the statement of the problems or objectives of the study.)

7. Suggestions/Recommendations

(These are your suggestions based on the findings of the study for improvement or sustainability of the organization, strengthening of the systems and procedures, possible revision of policies, and other relevant suggestions. All suggestions must be based on the study and not just personal perception, hypothetical or arbitrary)

- **References** (Apply the APA style.)

- **Appendix (Examples)**

- Questionnaire
- Letters to the Company/Respondents
- CV (not more than 2 pages)

2. Format of FBA Student Internship Affiliation Report

A. Affiliation Report Format

– **Cover Page** (see the standard format)

– **Title Page**

(Examples: Foreign Exchange Transactions in Prime Bank-Banani Branch; Human Resource Management Practices in Grameen Phone; Marketing Strategies of the Company; Social Responsibilities of X Company: Approaches and Beneficiaries; others)

I. Letter of Transmittal (this letter contains the information about the submission of the Final Report to the Faculty of Business Administration through OPA)

II. Letter of Endorsements by the Supervisor

III. Acknowledgment (Page no. in Roman Form; ex. I, II / i, ii)

(Expression of thanks to the people, to the company and others who have made invaluable contribution to the completion of this report.)

IV. Executive Summary (Not more than 500 words)

(Page no. in Roman Form; ex. I, II / i, ii)

(This is the recap of the report or study highlighting the important and significant features of the study.)

– **Table of Contents**

– **Body of the Report**

I – INTRODUCTION

- a. Rationale (Why are you interested to undertake this report? What is the importance of this report?)
- b. Objectives (What are your objectives/purposes you intend to attain or achieve in this report? Ex. To describe the various practices of the company in dealing with the clients; to find out how issues and problems are resolved by the management; etc.)
- c. Background (Description of the Organization/Company- not more than 5 pages)

II – ACTIVITIES UNDERTAKEN

(Narrative discussion of the activities undertaken by you in relation to the report. These activities can be focused on the assigned task by the organization or any interest about the whole organization.)

- a. Work-Related /Organization wide
- b. Other relevant activities

III – CONSTRAINTS/CHALLENGES

(Issues and Problems encountered and identified during the internship affiliation with the organization/company.)

- a. Identified/Observed in the Organization
- b. Academic Preparation (Mismatch between assigned tasks and other operational functions of the organization with your academic preparation/major. Relevance of the academic preparation /major to the present assignment and future job requirements of the organization)
- c. Any missing knowledge and skills that need to be learned in the university which are relevant to the company or to oneself as future professional.

IV – LESSONS LEARNED FROM THE INTERNSHIP PROGRAM

(These are the valuable lessons/knowledge /skills/behavior/practices you have learned or acquired during your internship.)

[Examples: A new system of checking attendance and monitoring of performance)

V – CONCLUDING STATEMENTS

- a. Recapitulation /Summary
- b. Suggestions addressing the challenges identified in Chapter IV above

– **REFERENCES:** Please list sources of information, if any e.g.;

- a. Company/other website
- b. Annual Report.
- c. Quarterly Review

– **APPENDICES:** (Including a 2-page CV)

Note: The Report should not be less than 20 pages excluding the Appendices.

B. Affiliation Report's Presentation Format

TEMPLATES FOR THE POWER POINT PRESENTATION FOR DEFENSE

(For Affiliation Report Only, Maximum of 10 Slides)

- Slide 1** - - - - - Title of the Report
Name and Address of the Company
Top Management of the Company

- Slide 2** - - - - - Objectives of the Report

- Slide 3-4** - - - - - Essential Activities Undertaken

- Slide 5** - - - - - Constraints/Challenges faced during Internship

- Slide 6** - - - - - Lessons Learned from the Internship

- Slide 7** - - - - - Suggestions/ Recommendations for Improvement

Letter of Endorsement

The Internship Affiliation/Research Report entitled _____ has been submitted to the Office of Placement & Alumni, in partial fulfillment of the requirements for the degree of Bachelor of Business Administration, Major in _____, Faculty of Business Administration on _____, 20XX by Mr./ Ms. _____, Id # __-____-__. The report has been accepted and may be presented to the Internship Defense Committee for evaluation.

(Any opinions, suggestions made in this report are entirely that of the author of the report. The University does not condone nor reject any of these opinions or suggestions).

"Name"
Internship Supervisor

APPROVAL SHEET

This Internship **Affiliation/Research** Report entitled “ _____ ” has been submitted by **Student Name**, Student ID **XX-XXXXX-X**, major in _____, in partial fulfillment of the requirements for the degree of **Bachelor/Master** of Business Administration has been evaluated and approved by the following Panel of Examiners.

Member
Defense Panel

Chairman
Defense Panel

Faculty Supervisor

For Official use only

Board:

Chairman	
Member	