

VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
MPA/BS in Public Administration

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 Internship Report
- d. Name of the University
- e. VU logo

2. Letter of Undertaking

You are required to fill in the Letter of Undertaking provided in the 'Download' section of the course VULMS and attach here the scanned copy after signing it.

3. Scanned copy of the Internship Certificate (provided by the organization)

Attach the scanned copy of your (original) Internship Completion certificate issued by the organization.

4. Dedication (Optional)

If you want to dedicate your work to someone, you may write the dedication note under this section of your internship report.

5. Acknowledgment

Write down a brief paragraph to acknowledge the support and help you received throughout the internship. For example, you can acknowledge the library staff, Course Instructor, family, or any other person who helped you in completion of internship and internship report.

6. Executive Summary

Executive summary previews every section of the report in a short form. It can be called as micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

7. Table of contents

List the important headings and sub-headings in the report with their respective page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

8. Introduction of the organization's sector (minimum word limit: 100-150 words)

Provide concise overview of the sector in which the organization falls according to current scenario.

"Brief introduction of the business sector" refers to the main area which the organization deals in i.e. consumer consumable, consumer durable or services,

e.g. Textile, Dairy or Telecommunication etc. But you should discuss the main sector and NOT the organization under consideration.

9. Overview of the Organization (minimum word limit: 400-500 words)

- a. Brief history
- b. Nature of the Organization
- c. future contracts planned for a particular period, etc)
- d. Product Lines (in case of manufacturing organization) / Types of Services (in case of service organization)
- e. Competitors

10. Organizational Structure (minimum word limit: 600-900 words)

- a. Organizational Hierarchy Chart
- b. Number of Employees
- c. Main Offices
- d. Introduction of Departments
- e. Comments on the organizational structure

Note: In section # 8 & 9, students are expected to collect information from various sources such as within the organization (managers, internship supervisor and other concerned persons) and internet (official website of the organization) but it is necessary to mention the sources of information in APA format.

11. Internship Activity Plan (minimum word limit: 200-400 words)

- a. A brief introduction of the office/branch where you did your internship
- b. Starting and ending dates of your internship
- c. Names of the departments in which you got training and the duration of your training

12. Training Program (minimum word limit: 1500-2000 words)

- a) Detail description of the operations/activities of the department(s) you worked in.
- b) Detail description of the tasks assigned to you OR Detail description of the project assigned to you

13. Critical Analysis (minimum word limit: 500-1000 words)

Critical analysis is the process to identify and determine the level of implementation of a particular concept in the given setting of the organization. Relate the theoretical concepts of 'Management' or 'Human Resource Management' with your practical experience during your internship with the organization. Execute an overall analysis of the organization and its future prospects.

You can analyze the following functions of Management or HRM of your organization in this section. You need to comment on the following MGT & HR practices/functions that how the organization is performing these functions and what are the particular methods or technique they apply for each;

Management Functions

- a. Planning
 - Decision making process
 - Organizations current strategies
- b. Organizing
 - Organizational design
 - ✓ Departmentalization
 - ✓ Span of control
 - ✓ Chain of command (Organizational Hierarchy chart)
 - ✓ Centralization/Decentralization
 - ✓ Formalization
 - ✓ Work specialization
 - Managing change and innovation
 - Managing IT and communication
- c. Leading
 - Leadership style
 - Power & politics
 - Motivation
- d. Controlling
 - Controlling Approach
 - Controlling Standards
 - Controlling of operations
 - Controlling of performance
 - Controlling of information/ knowledge

Human Resource Management Functions

- Human Resource Planning and Forecasting
- Employees Recruitment & Selection
- Training & Development
- Performance Management
- Employee Compensation & Benefits
- Organizational Career Management
- Labor Management Relations

14. SWOT analysis of the organization (minimum word limit: 500-600 words)

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization in the business sector. Remember that strengths and weaknesses are internal to the organization while opportunities and threats correspond to the environment outside the organization. *Strengths* are those qualities which distinguish or give an edge to the organization over other organizations. *Weaknesses* are the attributes of an organization that are harmful in achieving the objectives of the organization. *Opportunities* are external factors that are helpful in achieving the objectives of the organization. *Threats* are the external factors which could damage the performance of the organization.

15. Conclusion (minimum word limit: 100-250 words)

Describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses.

16. Recommendations (minimum word limit: 100-200 words)

Suggest solutions for all the problems or discrepancies (you have pointed out in critical and SWOT analyses) found in the organization.

Note: Section # 10-17 are NOT 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. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per **ZERO TOLERANCE POLICY** of the university. The university may also take a legal action according to plagiarism policy as defined by HEC (Higher Education Commission).

17. References (in APA format)

Provide all the references and sources in APA format that you have used for data collection in your Internship Report.

18. 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, etc.

NOTE

- i. Complete all the required parts as mentioned in the format of Internship Report.
- ii. Students should prepare the internship report for their MPA or BS Public Administration.
- iii. Minimum words limit required for internship report is 4,000 to 6,000.
- iv. Internship Report should be submitted within the due date as mentioned in the 'Semester Calendar'. The due date will NOT be extended in any case.
- v. Students are required to upload their Internship Reports on VULMS of the course against the relevant Assignment link. Internship Reports submitted via e-mail will NOT be accepted. Students can upload their Internship Reports only once that will be considered as their final submission and will not be replaced in any case.