

Internship Report

Name of the Organization

(Where you have completed your Internship Training)
(Bold, 16 font, Times New Roman style)

A REPORT SUBMITTED TO THE DEPARTMENT OF MANAGEMENT SCIENCES,
VIRTUAL UNIVERSITY OF PAKISTAN IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF BACHELORS IN BUSINESS ADMINISTRATION

(Bold, 12 font, Times New Roman style)

Submitted By

<<Student ID>>

<<Student Name>>

<<Session>>

<<Submission Date>>

(Bold, 16 font, Times New Roman style)

Department of Management Sciences,

Virtual University of Pakistan



VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
Masters of Business Administration (Finance)

1. Letter of Undertaking

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

2. Scanned copy of the internship certificate (provided by the organization)

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

3. Dedication (*Optional*)

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

4. Acknowledgement

In this section you should acknowledge the help and support of all the people who helped you in the completion of your internship and internship report e.g. the library staff, instructor, family, or any other person.

5. Executive summary

An executive summary previews the main points of an in-depth report. It helps the reader to get a quick glance at the report before reading it in detail. It can be called as micro image of the report. Every thing important that you have done, discovered and concluded should be mentioned but briefly and concisely.

6. Table of contents

List the important headings and sub headings in the report with their respective page numbers in tabular form.

7. Brief introduction of the organization's business sector

Note: Word limit: 300 words; maximum: 1 page

Describe overview of the complete 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 Telecom, etc. But you should discuss the main sector and NOT the organization under consideration. For example, if the organization (where you have done internship is a Textile mill), then mention brief description of textile sector of Pakistan here. Do not include introduction of organization here as this will be done in the next section.

8. **Overview of the organization**

Note: Word limit: 1400-1600 words; maximum: 5 pages

- a. Brief history
- b. Organizational Hierarchy chart
- c. Business volume (Total number of stock, shares, bonds/ commodities, future contracts planned for a particular period, etc.)
- d. Product lines (List complete range of products/ services of the organization)
- e. Competitors
- f. Brief Introduction of all the departments
- g. Comments on the organizational structure (You would have to comment or give your opinion on the structure of the organization as a whole that whether the adopted structure and practices fulfill the requirements of the organization or not.)

Note:

In section 7 & 8, students are expected to collect information from various sources such as within the organization (managers, internship supervisor and other concerned persons) and organization's website, documents, brochures, etc. but it is necessary to mention the sources of information in APA format. Moreover, the description should be in your words.

9. **Plan of your internship program**

Note: Word limit: 200-300 words; maximum: 1 page

- a. A brief introduction of the 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

10. **Training program**

Note: Word limit: 1400-1500 words; maximum: 4 pages

- a. **Reason for selecting the organization:** Why did you choose this specific organization (the organization in which you done your internship) and how will it benefit your career goals?
- b. **Duties performed:** Describe in detail the duties and responsibilities that you have performed during your internship either on daily or periodical basis i.e. on weekly basis.

OR

Describe in detail the description of the project (s) assigned to you during the internship program.

11. Learning Experiences

Note: Word limit: 200-300 words; maximum: 2 pages

- a. **Knowledge Gained:** Briefly describe the knowledge you gained/acquired as a result of your training experience and relate this knowledge to what you learned in specific courses at Virtual University of Pakistan.
- b. **Skills Learned:** Describe the skills and any career-specific abilities you increased during your training. Discuss any skills that you learned as part of a course at Virtual University of Pakistan that were useful on the job.
Here, skill is referred to, as the ability to do something like read financial reports, analyze a problem, work in groups, etc.
- c. **Attitudes/Values:** Describe the attitudes or values that you found to be important for success in your career as per the findings of your training program e.g. dependability, integrity, hard work, etc.
- d. **Most Challenging Task:** Describe the best and the most challenging task given to you during your internship and how you performed that.

Note:

Sections 9, 10 and 11 are the most important parts of internship report and should be given extreme significance. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. **Description given in bullets will NOT be acceptable. Explanation should be given.**

12. Ratio Analysis

A document "Essentials for Ratio Analysis" is available in the "DOWNLOADS" section on VULMS of this course's website. You have to follow that document while doing ratio analysis. **You are required to provide the ratio analysis of most recent three years.** Ratio analysis based on the financial data older than recent three years will **NOT** be accepted.

13. Future Prospects of the Organization

Note: Word limit: 100-200 words; maximum: 2 paragraphs

In this section, you are required to describe the future plans of the organization regarding new projects, products, etc.

14. Conclusion

Note: Word limit: 200-300 words; maximum: 1 page

In this section, you are required to describe the organization according to your evaluation/assessment in the light of your learning experience and ratio analysis.

15. Recommendations for Improvement

Note: Word limit: 200-300 words; maximum: 1 page

In this section, you are required to suggest solutions for all the problems or discrepancies (you have pointed out on the basis of your ratio analysis and

internship/learning experience) in the organization.

Sections 9-15 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).

16. Reference & Sources used

In this section, provide all the references and sources in APA format that you have used for data collection in your internship Report. The APA Format document is available in the DOWNLOADS section of this course on VULMS. Read that document and follow it for writing and presenting references of your report.

17. Annexes

You must provide scanned copies of all the financial statements used for financial analysis. However, if you have downloaded the financial statements from organization's website then URL or web link should be provided in APA format. In this case, scanned copies will **NOT** be required.

Without providing the scanned copies or URL of the organization's website, your work will **NOT** be accepted /evaluated.

Note:

Scanned copies should be provided in the following format:

Resolution: 200 dpi

File type: JPEG

Size: 300-400 kb

Instructions:

- Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, **DO NOT** skip any part.
- There should be harmony among the ideas that you describe in the Ratio Analysis, Conclusions and Recommendations.
- Internship Report should be submitted within the due date as mentioned in the 'Course Calendar'. Submissions made after due date shall not be considered.
- Students are required to upload their Internship Reports on VULMS of the course against the relevant assignment. Internship Reports submitted via e-mail will not be accepted.

Non Availability of Financial Statements for Ratio Analysis

All those students who are facing difficulty in conducting ratio analysis due to non-availability of the organization's financial statements are required to discuss this issue with their Course Instructor via email at: Fini620@vu.edu.pk. They will be given guidance about

how to resolve this issue as ratio analysis is a very important part of internship report and skipping this part will **NOT** be accepted at all.