



# 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

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### **(1.0) Format Of FBA Student Internship Research Report**

#### **1.1 The Internship Research Report 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 Profile of the Organization or Business Establishment

1.3 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?)

#### **2. Statement of the Problems**

(Specific questions to be answered by the study.)

#### **3. Scope and Delimitation of the Study**

(This should describe the coverage and limits of the study in terms of the specific location, timeframe or duration, people or organizations involved, variables to be used/applied, sources of data and specific respondents)

#### **4. 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)

#### **5. 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.

#### **6. Timeline of Activities**

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

### **1.2 Format of FBA Student Internship Final Research Report**

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 an in partial requirement for the degree (Bachelor in Business Administration). The preparation of the Final Report shall follow the format given below:

1. **Cover Page** (see the standard format)
2. **Title Page** (see the standard format)
3. **Letter of Transmittal** (this letter contains the information about the submission of the Final Report to the Faculty of Business Administration through OPA)
4. **Letter of Endorsements by the Supervisor**
5. **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.)
6. **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.)

## 7. **Table of Contents**

## 8. **Body of the Report**

I- Part 1 of the Report:

- Organization Overview or Profile of the Organization

II- Part 2 of the Report

### II.1 Introduction to the Report/Study

- Rationale of the Study (see proposal format)
- Statement of the Problems (see proposal format)
- Scope and Delimitation of the Study(see proposal format)
- Objectives of the Report/Study (see proposal format)

### II.2 Review of Related Literature

- Books
- Reports
- Journals
- Studies

### II.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.

### II.3 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.)

### II.4 Findings of Study

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

## II.5 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)

## II.6 Conclusions

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

## 9. References

10.

## 11. Appendix (Examples)

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

## **(2.0) Format Of FBA Student Internship Affiliation Report**

### **2.1 The Internship Affiliation Report Proposal Format**

Semester:

Title of the Report: \_\_\_\_\_

Rationale for Selecting the Report:

Background (Description of the Organization/Company):

Objectives:

Submitted by:

Name of the Student Intern:

ID No:

Major:

Date:

ACTION BY THE SUPERVISOR: Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Approved with Revision \_\_\_\_\_

## **2.2 Format of FBA Student Internship Affiliation Report**

**I – TITLE OF THE REPORT** (Examples: Foreign Exchange Transactions in Prime Bank-Banani Branch; Human Resource Management Practices in Grameen Phone, others)

### **II – INTRODUCTION**

- a. Rationale (Why are you interested to undertake this report? What is the importance of this report?)
- b. Background (Description of the Organization/Company- not more than 5 pages)
- c. Objectives (What are your objectives/purposes you intend to attain or achieve in this report?)

**III – ACTIVITIES UNDERTAKEN** (Narrative discussion of the activities undertaken 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
- b. Organization-wide
- c. Other relevant activities

### **IV – CONSTRAINTS/CHALLENGES AND PROPOSED COURSE OF ACTION FOR IMPROVEMENT**

(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)

**V – LESSONS LEARNED FROM THE INTERNSHIP PROGRAM** (These are the valuable lessons/knowledge /skills/behavior/practices you have learned or acquired from your internship.)

- a. Implications to Organization/Company – Based Affiliation
- b. Implications to University's Internship Program
- c. Others

### **VI – CONCLUDING STATEMENTS**

- a. Recapitulation /Summary
- b. Recommendations for Future Strategic Actions (Over-all Internship Program: Affiliation and University)

**References:**

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

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

### **3.0 Internship Report Cover Page & Title Page**

Form – OPA02



**American International University-Bangladesh (AIUB)**

**INTERNSHIP AFFILIATION/RESEARCH REPORT**  
**ON**  
**“Title”**

An Internship Report Presented to the Faculty of Business  
Administration in Partial Fulfillment of the Requirements for the  
Degree of Bachelor/Masters of Business Administration

**Supervised By:**

**“Name of the Supervisor”**

**“Academic Rank e.g. Lecturer/Assistant Professor/  
Associate Professor/ Professor”**

**Submitted By:**

**“Name of the Student”**

**“ID #”**

**“Major”**

**Date of Submission: Date/Month/Year**

**INTERNSHIP AFFILIATION/RESEARCH REPORT**  
**ON**  
**“Title”**



## **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).

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**"Name"**  
Internship Supervisor