

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; Business Practices in this Pandemic Environment; Advantages and Disadvantages in Conducting Business under this Pandemic; Coping Mechanisms of Business Establishments to Survive and Able to Meet Obligations; 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 (Breakdown below)**

I – INTRODUCTION

- a. 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.)
- b. Include a brief write up about, the company and the industry the company is in, including some relevant macro-economic analysis. Note: this must be in the student's own language and not some copy paste job! A SWOT analysis of the company based on the data and information gathered about the company. Source can be Annual Report; Company Profile; Website; Google, etc. Student should be resourceful enough to

analyze the data and information using SWOT as a tool to make it more original and avoid plagiarism.

II – ACTIVITIES UNDERTAKEN

(Narrative discussion in your own words about the activities undertaken as part of your internship. These activities must be focused on the tasks assigned to you by the organization. Describe in detail these activities its relevance or usefulness. You may also give your comment on the importance of these activities to the company, to the costumers, stakeholders and to yourself as a future business professional).

III – CONSTRAINTS/CHALLENGES

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

- a. Identified/Observed at work / Organization
- b. Mismatches & Missing Knowledge and Skills in Academic Preparation (Mismatch between assigned tasks and other operational functions of the organization with your academic preparation/major; Any missing knowledge and skills that need to be learned in the university and is required professionally.)

IV – LESSONS LEARNT

(These are the valuable lessons/knowledge /skills/behavior/practices you have learned or acquired during your internship from your organization. Note: This a report on the student's internship in a company/organization. It is not a discourse on life at the University. Novel or new things learned in terms of systems and procedures; new tools (hardware and software); capacity building/training modalities. Please describe how it helps the company and yourself as a student intern.

The student must also mention

- a. how s/he thinks his / her major assisted his/her work in the Organization.
 - b. How this internship is going to be of help in his/her future career
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- a. Career focus/choice of the student: The student could discuss what sort of plan s/he has for her/his future career and how her/his academic and internship experience will help her/him here.

V – CONCLUDING STATEMENTS

- a. Recapitulation /Summary
- b. Strategic recommendations addressing the challenges identified in Chapter III above, what other knowledge, skills and attitude the student need more in this internship especially for his future career. Any help or support from parents, teachers, company supervisor and other people to ensure the student success.

VI – PROPOSED IMPROVEMENT PLAN

- **How will you implement your recommendation?**
- **Please fill in the matrix and put the details of your improvement plan**

Note: The student must make a signed statement confirming that the contents of the report are his/her own

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

- a. Web References
- b. Books/Journals/Reports
- c. Internal Sources (contact from company personnel, like supervisors or colleagues, from whom the primary information is gathered)

– **APPENDICES:** (Including a 2-page CV, and any other images/links like screenshots of software or formats used on the job, related to the internship that supports or adds value to the report)

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

B. Affiliation Report's Presentation Format

GUIDELINE FOR PRESENTATION OF AFFILIATION REPORT

(No. of Slides may vary depending on the contents of the report)

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	-----	Essential Activities Undertaken
Slide 4	-----	Constraints/Challenges faced during Internship
Slide 5	-----	Lessons Learnt from the Internship
Slide 6	-----	Suggestions/ Recommendations for Improvement
Slide 7	-----	Proposed Improvement Plan

PROPOSED IMPROVEMENT PLAN

(This is a management tool which provides concrete actions or interventions and strategies to address the different problems and weak areas identified in the organization where the student intern spent 3 months for internship. The Affiliation Report is being prepared and submitted to OPA as concrete requirement for completion of the internship course, a requirement for graduation. In this report, the student intern has given some recommendations to improve the situation existing in the organization/institution where the student intern is affiliated only. However, these recommendations are “motherhood statements” or theoretical statements that even without going through the process of affiliation or immersion these can be stated as recommendation. To make the recommendations more meaningful, valuable and doable, this improvement plan is being prepared as additional part of the Affiliation Report. This section should come after section V (Concluding Statement) of the Affiliation Report.

Objectives:

- To identify the most pressing problems or weak areas mentioned in section III of the Affiliation Report (AR)
- To address these problems with viable courses of action or solution through the improvement plan describing the details of implementation
- To build the capacities of the students to be more analytical and resourceful in providing theoretical (classroom solution) and/or practical solution or approach to the problem

(OBJECTIVES MUST BE BASED ON THE AFFILIATION REPORT Ex. To improve the hiring procedures of the company; to design a new system and procedures in marketing the services and products of the company)

Existing Problem/Weak Areas of the Organization as identified in the AR	Actions to be Taken/Proposed Solution to the Problem	Strategy (Mode of implementation or ways of addressing the problem)	Office/Personnel Involved (Who will implement and who will benefit/affected by the Action/Solution)	Resource Requirements (Manpower and Financial)	Expected Concrete Result/Outcome
1.E.g.: Lack of Soft Skills like Excel, Communication	E.g.: Conduct training or enroll in short term courses	E.g.: Identify personnel with lack of skills	E.g.: HR Department to design the training program with IT as the Trainer.	E.g.: Expert trainer, Supplies, Materials, Budget	E.g.: Trained and Qualified personnel/ Employee.
2.					
3.					