{Name of the Company}



***By:***

**Name**

***FUI Reg No***

**FACULTY OF MANAGEMENT SCIENCES**

**FOUNDATION UNIVERSITY ISLAMABAD, RAWALPINDI CAMPUS**

**Semester (Spring/Fall year)**

{Date of Submission}

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# Executive Summary

An executive summary should present an overview of the complete report to help the reader have a quick glance at the report before reading it in detail.

# CHAPTER ONE: ORGANIZATION OVERVIEW (Should not exceed 2 pages)

1. **Brief description of the organization.**History, company’s existence, competitors
   1. **Organization Products/ Services**
   2. **Organizational design**(with regard to the departmentalization, chain of command within departments, span of control, work specializations).

# CHAPTER TWO: DESCRIPTION OF DUTIES

This should include;

* Your position title
* Description of departments/branch activities/operations you worked in during the internship with period spent in each department.
* Week wise (with headings) details of the tasks completed, project undertaken or training programme attended (if any).

# CHAPTER THREE: RECOMMENDATIONS (1 PAGE)

# You are required to recommend what the organization needs to do using their strengths and opportunities to address the weaknesses and threats.

# CHAPTER FOUR: LEARNING OUTCOMES (1 PAGE)

This section is focused on your mental processes including your perception, judgment and reasoning.

* How effectively did you apply your theoretical knowledge gained from the courses taught at the university to the practical environment during internship?
* What did you achieve through your internship experience?
* What were the responsibilities assigned to you that you liked/ disliked and why?
* Do you deem this internship experience to be relevant to your career interest and how do you think this will impact your career advancement?
* Any other relevant comments you would like to give regarding your experience.

# REFERENCES/BIBLIOGRAPHY

* The data and other information used in the report (if any) must be acknowledged in this section.
* The references within the text should be cited in APA referencing format.

# ANNEXURE

* Attach the following:
  + Copy of the Internship Certificate on the organization’s letter head.
  + Copy of Employer Feedback form duly signed and stamped by the supervisor/organization under which the internee has worked (if provided by employer).
* Attach all the supportive documents used in the preparation of your report such as brochures, newsletters, forms, questionnaires etc (if any).

General Notes:

1. Insert footnotes wherever you would like to explain something to the reader immediately.
2. Do not introduce lines before or after the heading.
3. Do not have blank lines in between text except paragraphs in continuity.
4. Be precise no one needs you to write tons of tons of useless text.
5. Do not change the margins of this document.
6. The red text in the document will not part of your work.
7. Comprehension, Vocabulary and Grammar should be carefully checked.
8. Do not change font size of headings and text as in this document.
9. All text must be justified.
10. Submission Copies at Placement Office, FBT:

* For BBA – 2 Internships at different organizations are a must to complete degree requirements.

The 2 reports should be tape bind in one, separated by a colored separator.

* For MBA (3.5) – 1 internship is a must to complete degree requirement.

The report should be tape bind.

1. Submit at least 1 copy of report at the placement office, FBT.
2. No colored copies please.
3. Two or more students who complete their internship from the same organization under the same project/ duty should submit separate reports written in their own words and style. If any similarities among the reports are found, they shall not be accepted.