**UNIVERSITY OF COMPUTER STUDIES,**

**(MANDALAY)**

****

**INTERNSHIP REPORT**

**Name of the Organization**

**(The place where you have completed your Internship)**

**(Bold, 16 font, Times New Roman style)**

**Submitted By**

**Student Name**

**5CS - XXX**

**Fifth Year B. C. Sc.**

**September, 2025**

**(Bold, 16 font, Times New Roman style)**

**1. Acknowledgements**

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the Department, Supervisor, Dean, Organization, instructors/lecturers and family, or any other person).

**2. Abstract** (Note: Half a page maximum)

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, everything important that you have done, discovered and concluded should be briefly mentioned.

**3. Table of contents**

List the important section titles and sub-titles in the report with their respective page numbers in a tabular format.

**4. A brief introduction of the organization’s business sector 1** (Note: 1 page maximum)

Provide an overview of the main area or business sector in which the organization falls into; i.e. telecommunication, petroleum, financial service, etc. Here, the main business sector and NOT the organization under consideration should be discussed. For example, if the organization is in the telecommunications sector (e.g. Telenor), then the telecommunications sector in Myanmar should be briefly described here. Students should NOT include an introduction of the specific organization here as this will be written in the following section and the rest of the report.

**5. Overview of the organization** (Note: 3 pages maximum)

**a.** Brief history

**b.** Business size (e.g. Total number of employees)

**c.** Product lines. For the private sector: list complete range of products/ services of the organization. For the public sector: list the specialty of the organization (who does it serve and how)

**d.** Competitors

**e.** Brief summary of all the departments

1 The point for sections 4 and 5 is to provide all the information the student can obtain about the organization he/she trained in.

**6. Plan of your internship program** (Note: 1 page )

**a.** A brief introduction of the branch or department where you have performed your internship

**b.** The starting and ending dates of your internship

**c.** The names of the departments in which you obtained training and the duration of your training in these departments.

**7. Training program** (Note: 2 pages )

**Duties and responsibilities performed:** Provide a detailed description of the duties and responsibilities that you have performed during your internship either on a daily or a weekly basis. Describe in detail the project(s) **(if any)** that were assigned to you during your internship program. This is NOT the Weekly Log! The weekly log states briefly the tasks performed with **a stamp** from your supervisor for each week. In this section you are required to elaborate and describe in detail.

**8. Learning Experiences** (Note: 2 pages)

**a. Knowledge acquired:** Briefly describe the knowledge you gained through your training experience and relate this knowledge to what you learned in specific courses at the University of Computer Studies (Mandalay).

**b. Skills learned:** Describe the skills and any career-specific abilities that you gained during your internship. Discuss any of the skills that you learned as part of courses at the University of Computer Studies (Mandalay) that were helpful during the training. (Note: the skill means the ability to achieve something like understanding, solving, analyzing problems, working in groups, verbal skills, written skills etc.).

**c. Observed attitudes and gained values:** Describe the manners, mindsets or values that you found and you perceive as important, in your training program, for a successful career (e.g. hard work, dependability, honesty, etc.)

**d. The most challenging task performed:** Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it.

**Note:** Sections 6, 7, and 8 are important sections of this internship report. You are required to describe all the tasks that were performed by you during your internship as well as other sections in detail. Also note that **descriptions given in bullet points will NOT BE ACCEPTABLE: you must provide explanations.**

**9. Strength, Weakness, Opportunities, Threats (SWOT) Analysis**

(Note: maximum 2 pages)

The student is expected to perform a SWOT analysis for the organization he/she trained with during the internship program. It is very important that the student elaborates as this will assist the evaluator in assessing the analysis.

**10. Problem Identification and Solution** (Note: page limit 2 pages)

Students must identify a strategic/operational problem either related to their major or overall company/organization and propose a solution. Your analysis should keep in mind the page limit. You are NOT required to provide a whole report on the problem, you are required to be precise as possible.

**a. Problem identification:** Clearly identify and describe the problem in detail

**b. Consequences of the current problem:** Identify how the current problem is affecting the company/organization and detail the consequences.

**c. Solutions:** Suggest a solution to the problem. You need to elaborate and document your solution with either prior research or based on your program of study. You need to properly reference whatever sources you use in forming the solution.

**11. Conclusion** (Note: 1 page)

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience.

**Note:**

Sections 4-11 are **NOT** expected to be copied from anywhere. You must provide information in these sections based on **your** personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report will be completely rejected.

**12. References and Sources Used**

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

**13. Appendices**

If necessary, students may provide any additional information that is relevant to their report and reference should be made to it in the report. However you must include the following:

A. **The complete Weekly Log (stamped and signed is preferred)**

B. **Scanned copy of the internship certificate/letter**

**General Instructions for the report:**

Complete all the required parts as stated in the Internship Report Template. Remember: DO NOT skip any part since each part is important.

There should be harmony between the ideas that you describe throughout the report (e.g. in the internship experience, conclusions and recommendations).

The Internship Report should be submitted within the due date as will be given by the **Dean of Class** via Supervisor.

The Internship Report should be typed with the following formatting:

1. Report’s Cover Type: Soft/Hard-bound
2. Color of Report Cover: White only with colour logo
3. Number of Copies: 2 per student
4. Paper Size (orientation): A4 (portrait)
5. Margins: 1 in top / bottom / right and 1.5 left
6. Font Type: Times New Roman
7. Font Size: 16 bold for cover page, 14 bold for headings and 12 for normal text
8. Line Spacing: 1.5 throughout except Cover
9. Page Numbering Style: **Page |1**

* Electronic copies in CD must be in Microsoft Word format

**(Note: This format is mostly adapted from SQU.)**