The Apollo University

School of Technology

Guidelines to prepare the Internship Report

Internship programs are a crucial part of gaining practical experience in various fields. As an intern, one essential task is creating an internship report. This report serves as a reflection of your journey, learnings, and accomplishments during the internship. In this article, we will delve into the details of creating a comprehensive and impressive internship report that highlights your growth and showcases your professional abilities.

1. What is an Internship Report?

An internship report is a detailed document that outlines your experiences, achievements, and observations throughout your internship. It provides an opportunity to reflect on the skills you have developed, the challenges you have overcome, and the insights you have gained. It serves as a written record of your internship journey and helps future interns and supervisors understand your contribution to the organisation.

2. Importance of Internship Report

Creating an internship report is significant for both the intern and the organisation. It allows interns to showcase their professional growth, highlight accomplishments, and articulate their learnings. This report can be a powerful tool when applying for jobs, as it provides evidence of practical experience and demonstrates the intern's ability to apply acquired knowledge.

Moreover, internship reports offer organisations valuable insights into the effectiveness of their internship programs. They help employers gauge the interns' performance, identify areas for improvement, and assess the program's overall success. It also allows organisations to assess the intern's fit within the company culture and determine their potential for future employment.

3. Steps to Prepare an Internship Report

Creating a well-structured and informative internship report requires careful planning and attention to detail. Here are the steps you should follow to prepare an impressive report:

3.1 Write the Internship Final Report using the general guidelines below:

1. Pretext Pages
   1. Fly leaf (blank page)
   2. Abstract Page
   3. Title Page

4. Approval Page

5. Declaration Form

6. Table of Contents

7. List of Figures

8. List of Tables

9. List of Appendices

2. Report

1. Introduction

2. Literature Survey

3. Problem Statement

4. Proposed Algorithms

5. Implementation

6. Results

   a. Comparison of Results

7. Conclusions & Future Scope

8. Bibliography

9. Appendices

10. Publications if any?

3. Fly Leaf (blank page)

4. General Guidelines

The main body of the final report should be a minimum of 40-60 pages, double-spaced. This count does not include pretext pages or appendices.

a. Number of Copies

Submit the physical copy (N+2) and digital copies of your Internship Final Report.

b. Paper, Font and Spacing

The Internship Report must be printed on standard size, white, 8-1/2 x 11inch paper. Use double line spacing throughout and print on only one side of the paper.

Use regular, unadorned print (e.g., Times New Roman), 12point size for text. Scientific names of genera and species should be underlined or printed in true italics.

c. Margins

Every page of the internship report must be kept within a minimum margin of 1-1/2 inches (for binding purposes) on the left side of the page; 1 inch at the right side; 1-1/4 inches at the top and bottom of the page.

d. Pagination

All pages except the title page are numbered. This includes full-page photographs, charts and graphs, the bibliography, and appendices. For the pretext pages, use small Roman numerals (ii, iii, etc.). Page i is the abstract page, but the page number is not printed on this page.

The first item on the Table of Contents list should be the Abstract. This will be followed by the title page, the approval page and any dedication or acknowledgment section you may wish to include. This is numbered in the small Roman series, with the page numbers displayed. The remainder of the internship report is numbered with Arabic numerals (1, 2, etc.).

The page numbers that are displayed must be centered at the bottom of each page, within the bottom margin.

5. Writing Your Pretext Pages - Abstract, Title and Approval Pages

5.1 Abstract

Describe where your internship was conducted (name of company, department, location, type of business). Summarize your internship goals, activities, and accomplishments, highlighting key knowledge or skills gained. How did this internship benefit you, and how did it benefit the company?

The abstract is limited to 350 words in length. It should be 1.0 line-spaced, using only one side of the paper, and should be within the internship report margin requirements (see above).

5.2 Acknowledgments

If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular individuals.

5.3 Table of Contents

Internship reports are expected to have a Table of Contents for the convenience of the reader. If figures or tables are scattered throughout the text, a separate List of Figures or List of Tables should be included after the Table of Contents. The Appendices should include a copy of your Internship Journal notes.

6. Writing the Scientific Report

Use Arabic numerals (1, 2, etc.) to number these pages. Start with the first page of the introduction as page 1 and end with the last page of your final report; either your Literature Cited or Appendices.

The scientific report should have a focus for analysis which may be quantitative or qualitative in nature, depending upon your concentration.

The format for the scientific report should include:

7. Introduction

The introduction is a concise statement of the research problem and an outline of the scope, aim, and nature of your project. A review of the literature pertinent to the subject should be included and used to provide context for the internship report.

8. Literature Survey

A literature survey can have multiple definitions, including a systematic search for relevant works and a class that introduces students to major works of literature:

- Systematic search

A literature survey is a systematic search for published works and other sources to identify relevant items on a particular topic. It helps to:

- Discover existing information
- Provide a starting point for one's own work
- Avoid duplication
- Analyze earlier research and literature
- Understand the significance of new research
- Identify relevant theories, methods, and gaps in the existing research

9. Materials and Methods

The purpose of this section is to recount, in a concise manner, the materials and methods used to approach the project. It should include sufficient information so that the study could be repeated. Care should be exercised not to include superfluous information.

10. Results

The results reflect the findings of your investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices.

11. Discussion

The discussion section provides an analysis of the data acquired. In this section, you may draw comparisons with findings of other researchers in the field as well as suggest additional research.

12. Summary and Conclusions

The final section draws together the objectives and findings of the entire research project.

13. Arrangement of Paragraph in a Chapter:

- ❖ Each paragraph in a chapter should be properly numbered for example, 2.1, 2.2 etc., where first digit represents the Chapter Number and second digit the paragraph number. There is no need to indicate the number for the first paragraph in a chapter.
- ❖ Sub-paragraphs, if any indicated as 1.1.1, 1.1.2 etc. i.e. first digit representing the chapter, the second representing the paragraph and third representing the sub-paragraph.
- ❖ Don't underline the headings or subheadings or side heading. Instead use the bold letters.

14. Photographs/Figures and Tables

- ❖ The figures, photographs and tables occurring in a chapter may be serially numbered as Fig. 1.1, 1.2 etc., where the first digit represents the chapter, the second digit represents Figure number.
- ❖ The photographs may be represented as Photo 1.1, 1.2 etc., the first digit representing chapter and the second digit represents Photograph number.
- ❖ The tables may be represented as Table 1.1, 1.2 etc., the first digit representing chapter and the second digit represents table number.

15. Graphs

The graph should clearly indicate the points, which are used for drawing the curve or curves. All the letters in the graphs should be written with stencils.

16. References:

The following format used for writing the References.

- ❖ Author Name, "Title of the book or paper", Publisher name, Volume, year.
- ❖ Example: Berry, Jason, Jonathan Foose, and Tad Jones. "Up from the Cradle of Jazz: New Orleans Music Since World War II", Athens: U of Georgia P, 1986.
- ❖ (An article in a journal) Booth, Wayne C. "Kenneth Burke's Way of Knowing." Critical Inquiry, 1-22, 1974.

< Project Title>

Internship Report submitted in partial fulfilment of the requirement for the award of the degree of

BACHELOR OF TECHNOLOGY

in

COMPUTER SCIENCE AND ENGINEERING

(Specialization)

by

< Student's Names with Reg. Nos>

Under the Guidance of
<Guide Name>

SCHOOL OF TECHNOLOGY
THE APOLLO UNIVERSITY
Murukampattu, Chittoor – 517127, Andhra Pradesh
2024

THE APOLLO UNIVERSITY

SCHOOL OF TECHNOLOGY

CERTIFICATE

This is to certify that the internship report entitled **YOUR TITLE** being submitted by

Name1	Rollno1
Name2	Rollno2
Name3	Rollono3
Name4	Rollno 4

in partial fulfillment for the award of the Degree of Bachelor of Technology in <Specialization> to The Apollo University, Chittoor is a record of bonafide work carried out under my guidance and supervision.

<Guide Name>   **Associate Dean/Dean**

Designation

DECLARATION

I <Student Name>, ____Year B.Tech student of The Apollo University, Chittoor, Andhra Pradesh, hereby declare that the report on summer internship undergone at <Company Name> submitted for the B.Tech Degree is my original work under the guidance of <Guide Name with designation> and the report has not formed the basis for the award of any degree, associate ship, fellowship or any other similar titles.

Place: Chittoor   <Student Name>

Date: <Reg No:>