

Internship Report

Title of the Project Completed

(Bold, 16 font, Times New Roman style)

Submitted By

<<Student Name>>

<<Registration No>>

<<Program>>

<<Summer 20XX>>

<<Submission Date>>

(Bold, 16 font, Times New Roman style)



COMSATS University Islamabad, Islamabad Campus

Declaration Form

I, **[Student Name]**, Registration No. [____], enrolled in the **[Program Name]**, hereby declare that I have successfully completed an **online internship of [____] weeks** through **[Platform Name – e.g., Fiverr/Upwork]**, working with various clients in a professional freelance capacity.

This report has been prepared based on the tasks and experiences gained during the internship period. The internship was carried out under the supervision of **[Supervisor Name / Faculty Advisor]**.

I affirm that this report is original work and has not been submitted elsewhere for academic credit.

Student: _____

Signature: _____

Format of the Internship Report

1. Acknowledgement

(Page No 1)

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 employees, department, instructor, family, or any other person).

2. Executive summary

(Page No 2-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, you should briefly mention everything important that you have done, discovered and concluded.

3. Table of contents

(Page No 3)

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

Part No 1:

4. A brief introduction of the freelancing internships

(Page No 4: 1 page maximum)

Provide a brief overview of:

- ❖ The importance of online freelancing internships
- ❖ Your objective for doing the internship
- ❖ Overview of the freelancing platform used (Fiverr, Upwork, etc.)

5. Internship Details

(Note: 2 pages maximum)

5.1 Duration and Timeline:

- ❖ Mention start and end dates, and weekly hours committed.

5.2 Nature of Work:

- ❖ List the services you offered and project types.

5.3 Client Interaction:

- ❖ Explain how you communicated and managed clients.

5.4 Tools & Technologies Used:

- ❖ Mention software or tools (e.g., Canva, Excel, WordPress, Python, etc.)

Part No 2:

6. Work Samples / Project Summaries

(Note: 1-2 pages)

Provide at least 2-3 detailed examples of completed tasks, including:

- ❖ Client requirements
- ❖ Your approach and tools used
- ❖ Outcomes achieved

(Avoid any client-sensitive data or private information.)

Part No 3:

7. Learning Experiences

(Note: 1 page)

- a. **Knowledge acquired:** Briefly describe the knowledge you gained through your internship experience and relate this knowledge to what you learned in specific courses at CUI.
- 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 CUI that were helpful during the internship. (Note: the skill means the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).
- c. **Observed attitudes and gained values:** Describe the manners, mindsets or values that you found, and you perceive as important, in your internship 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 and 7 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.**

8.Challenges Faced & Solutions

(One paragraph)

Describe any major issues encountered during the internship and how you addressed them.

Examples:

- ❖ Difficult clients
- ❖ Time zone differences
- ❖ Technical limitations

9. Reflection & Conclusion

(Note: 1 page)

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience. For example, discuss:

- ❖ Value of freelancing as a career
- ❖ Impact of internship on your professional growth
- ❖ Any future goals or improvement areas

Note:

Sections 4-9 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 as per the **Collusion and Plagiarism Policies** of the university.

10. Appendices

Attach supporting documents such as:

- ❖ Screenshots of Fiverr/Upwork profile
- ❖ Client reviews (blurred or anonymized)
- ❖ Sample work (if permitted)
- ❖ Certificate of Completion (if available)

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 hard copy of Internship Report should be submitted within the due date to internship office for evaluation and provide soft copy to faculty supervisor. **Submissions made after the due date will not be considered.**

The Internship Report should be typed with the following formatting:

- ❖ Page limit: 10-15
- ❖ Font size = 12
- ❖ Font style = Times New Roman
- ❖ Space= 1.5
- ❖ Left align
- ❖ Spiral binding