

**INTERNSHIP REPORT IN MAJOR**

**as a partial fulfillment of the degree of**

**Bachelor in Business Administration**

**TITLE**

**TITLE OF THE PROJECT**

**BY**

**Student first name and last name**

**ACADEMIC ADVISOR**

**First name and last name**

**PROFESSIONAL SUPERVISOR**

**first name and last name**

**Organization name**

**Academic Year**

**2020-2021**

# APPROVAL

**APPROVED BY**

**ACADEMIC ADVISOR**

Name Signature Date

**PROFESSIONAL SUPERVISOR**

Name Signature Date

**ACADEMIC EVALUATOR**

Name Signature Date

# DECLARATION

I certify that I am the author of this report and that any assistance I have received in its preparation is fully acknowledged and disclosed in this report. I have also cited any source from which I used data, ideas, or words, either quoted or paraphrased. Further, this report meets all of the rules of quotation and referencing in use at TBS, as well as adheres to the fraud policies listed in the TBS honor code.

No portion of the work referred to in this report has been submitted in support of an application for another degree or qualification to this or any other university or academic institution.

Student Name Signature Date

# ABSTRACT

The abstract is a succinct summary of the report purpose, problem investigated, methods, findings and conclusions. **In the abstract avoid using general ideas**. Instead, **describe the analysis you performed and use active voice and past tense**. Also avoid any equations, symbols, or technical descriptions (Between 150 and 250 words confined within a single paragraph)

**Keywords:** add 3 to 5 keywords

**Jel Classification:**

# The *JEL* classification system was developed for use in the *Journal of Economic Literature* (*JEL*), and is a standard method of classifying scholarly literature in the field of economics. The system is used to classify articles, dissertations, books, book reviews, and working papers in EconLit, and in many other applications.

# To get the JEL code of your report, refer to:

# <https://papers.ssrn.com/sol3/displayjel.cfm>

# ACKNOWLEDGEMENTS

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# EXECUTIVE SUMMARY

The executive summary is concise. It outlines key issues and recommendations. In the executive summary **use the present tense to describe what you did in your report and the main findings**, then a brief presentation of **the recommendations** based on the analysis performed.  
  
PS: It is highly recommended to postpone the writing of the abstract and the executive summary until you have completed the entire report.

# INTRODUCTION

The introduction should provide an idea about the general context of the project/internship, some background about the company/the problem, the main activities. It should also narrow the discussion to briefly present the project/internship concern, the objective, etc.

The last paragraph shall discuss the report organization.

Body of the report:

·         It should be fragmented into several chapters.

·         It should include a detailed problem description, a scientific method to tackle the problem, some results/findings, some discussion and/or analysis

Example:

* The company context may include a Description of the company, Mission and Objectives, Industry structure, Market Structure
* The internship description may include Internship Context, General and specific objectives of the Internship, Challenges and Obstacles, Assigned Tasks and Responsibilities
* The conceptual background may include a review of the main concepts in scientific studies. Relate your senior project topic to current literature or a theoretic framework
* The methodology may include data and sampling, variables measurement, hypotheses, modelling
* Results and findings include analysis and discussion of the results

# CHAPTER 1

# CHAPTER 2

# CHAPTER 3

# CONCLUSION AND RECOMMANDATIONS

A conclusion is, in some ways, like your introduction. You restate your report and summarize your main points of evidence for the reader. The introduction however places more emphasis on the problem and its importance while the conclusion concentrates more on the findings, the analysis, and the impact.

Always remember that an introduction and the conclusion can be the hardest to write, but be sure, they are worth investing your time in. The conclusion is something that a reader remembers the best. It often becomes hard for a reader to jot down all the important points of your report, in this case, a complete and meaningful conclusion take care to convey your study properly to the reader. **Make sure that your conclusion should be the catchiest element of your report**.

A conclusion portrays the perfect picture of your report topic and it also delivers an idea whether the purpose of your report is achieved or not. It is a well-written chapter that summarizes and analyzes each of the report chapters.

Some readers turn directly to the concluding section after they have completed reading the introductory section. Therefore, it is important that these sections make a consistent combination without producing any excessive overlap. The same rule of thumb applies to both the introduction and the concluding remarks: the shorter the better. An appropriate length is usually from one to two pages. The structure below is only a recommendation but it should assist you in formulating the conclusions section.

Usually the concluding section covers the following parts:

1. A brief review on what has been done in the report. Make sure that everything that is promised in the introduction is also done in due course. Typically, this section begins with “In this report, I have studied / analyzed / …“.

2. Presentation of the main findings. Check also that the report eventually addresses the research problem spelled out in the introduction. Remember this is a summary, no new findings not appearing anywhere earlier in the report should be introduced.

3. Discussion of the meaning and implications of the findings, in practice and for further research. This is perhaps the most challenging part, but contributes to a very good report. Linking the findings closely with earlier literature, suggesting policy implications, and interpreting the results from a practical perspective makes the conclusions section more interesting to read than a mere combination of 1) and 2). However, avoid excess generalizations based on thin or controversial results ± getting a t-statistic of 2.7 in a regression does not guarantee that someone can make money or a law should be changed because of your results.

4. Finally, suggestions for further investigation. Ideally, this part answers to the question, what else you could have embarked on if you only had more time. Such research suggestions are typically a natural starting point for a master’s thesis or provide other researchers with good insight into the subject and may inspire to explore it deeper.

**Remember:** A stimulating and informative conclusion leaves the reader informed and well-satisfied.

- The conclusion and recommendations should be 100% based on your findings not based on general ideas

- In your conclusion you should briefly describe the main findings of your report and eventually the limitation to improve in future work.

# REFERENCES

Generally, only references cited in the text are included in the references list; however, an occasional exception can be found to this rule. For example, supervisors may require evidence that students are familiar with a broader spectrum of literature than that immediately relevant to their study/report. In such instances, the reference list is called a bibliography.

All material must be referenced using the APA style. All sources must be acknowledged in your reports each time you use a finding from someone's work. For more details refer to: <http://library.concordia.ca/help/howto/apa.php>

# APPENDIX

The following materials are appropriate for an appendix: company specific data/information, market data, material that is additional to the information supplied in the main write up, computer codes, detailed implementation results that may be too large or sparse.

**Formatting guidelines**

The report should be – minimum - 7000 words long.

Text vertical spacing must be set with 1.5 line space

Font and font size: Times New Roman, 12 pts.

All margins are set to 2.4cm.

The document must be justified.

The title page is not numbered.

Pagination should be placed in the lower center

All titles, headings, and body text must be written using “Times New Roman”.

Title 1: 14 pts, capital letters, bold

Title 2: 14 pts, bold

Title 3: 12 pts, bold