

**AMERICAN INTERNATIONAL UNIVERSITY–BANGLADESH (AIUB)**

**FACULTY OF SCIENCE & TECHNOLOGY**

**INTERNSHIP AFFILIATIONREPORT ON**

***Title of the Report***

An Internship Report Presented to the

OFFICE OF PLACEMENT and

DEPARTMENT OF COMPUTER SCIENCE

In Partial Fulfillment of the Requirements for the Degree

***Name of the Program***

**Supervised By**

**Department of Computer Science**

**Submitted By**

**Student’s Name, ID**

Summer 2024-2025

Date of Submission: **month day, year**

# LETTER OF SUBMITTAL

The letter of submittal must follow the format of a standard business letter starting with the *title* of your report. The objectives of the letter are:

* to say that the report is being submitted,
* to mention/acknowledge the entities (Supervisor, Employer, Working departments, etc.) involved in the internship process,
* to summarize the key aspects (activities, acquired knowledge, challenges, etc.) of the report of particular interest to the recipient.

End your letter with your name, ID, Program, Date and sign above your name.

**LETTER OF ENDORSEMENT**

The Internship Affiliation Report entitled “*Your Report Title*”, has been submitted to the Office of Placement and Department of Computer Science in partial fulfillment of the requirements for the degree of **Program name** by **student’s name & ID**. This report is presented to the Internship Defense Committee for evaluation and has been accepted.

(*Any opinions, suggestions made in this report are entirely those of the author of the report. The University does not condone nor reject any of these opinions or suggestions.*)

|  |
| --- |
| Organization Supervisor’s Name  *Internship Supervisor* (industry)  Rank & Position |
| Name of the Head of the Department  Rank & Position  Department of Computer Science  *Faculty of Science & Technology* |
| Name of the Director  Rank & Position  *Faculty of Science & Technology* |

**ACKNOWLEDGEMENT**

# (*Sample*)

First of all I would like to thank almighty Allah, for his grace in accomplishing my internship report timely.

I would like to express my gratitude to the **Faculty of Science & Technology** to keep internship credit in the curriculum of the graduation program and give me a scope of tasting the flavor of industry oriented tasks and the field of work with my interest. I am also grateful to the **Faculty of Science & Technology & Office of Placement & Alumni**, AIUB to arrange an opportunity for choosing an own interested organization and complete internship there.

I am also thankful to my organization supervisor **Humayun Kayesh Shamol**, System Analyst, Software Design & Development team, *comfosys Limited* from the core of my heart for his kind support, guidance, constructive, supervision, instructions and advice and for motivating me to do my internship smoothly at *comfosys*.

I feel proud and gratified that I was always held the under supervision of the Software Design & Development team and got advices directly from **Md. Iftekhar Alam Efat,** CTO, *comfosys Limited*. Here, with daily reporting along with mental and professional support enhances my experience in the internship life.

I am also indebted to the employees of NOC team specially **Mohammad Ibrahim**, Tech Lead, *comfosys Limited* who gave me immense support while working on client-end and also in technical issues. Moreover, to prepare this report and other documentation regarding Internship Report and else I would show appreciation to all the members of Software Design & Development team, who always advised me and helped me through hands and pens.

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1. **INTRODUCTION**

**Content of this chapter must not exceed more than 2 pages.**

* 1. Rationale (*Why are you interested to undertake this report? What is the importance of this report?*)
  2. Background (*Description of the Organization/Company- not more than 5 pages*)
  3. Objectives (*What are your objectives/purposes you intend to attain or achieve in this report? Ex. To describe the various practices of the company in dealing with the clients; to find out how issues and problems are resolved using technologies; etc.*)

1. **ACTIVITIES**

Narrative discussion of the activities undertaken in relation to the report. These activities can be focused on the assigned task by the organization or any interest about the whole organization.

* 1. Work-Related (*Your work load/description, time maintenance, travel, etc.*)
  2. Organization-wide (*Your working department, how your work load/department activities effects from the department to the organization as whole?*)
  3. Other relevant activities (*other than your work load - Communications, support, contacts, customer care, etc.*)

1. **CONSTRAINTS/CHALLENGES**

Issues and Problems encountered and identified during the internship affiliation with the organization/company.

* 1. Identified/Observed in the Organization (*working environment, operational procedures, trainings, etc.*)
  2. Academic Preparation (*Mismatch between assigned tasks and other operational functions of the organization with your academic preparation. Relevance of the academic preparation to the present assignment and future job requirements of the organization*)
  3. Personal/Professional Skills (*skills required, lacking, insufficient*)

1. **ACQUIRED KNOWLEDGE**

These are the valuable lessons/knowledge/skills/behavior/practices you have learned or acquired from your internship.

* 1. Consequences to Organization
  2. Implications to University’s Internship Program
  3. Effects on Personal/Professional Skills

1. **CONCLUDING STATEMENTS**
   1. Summary (*any comment heremust be supported by the materials described in the report. No details, only brief.*)
   2. Recommendations/Suggestions for Future Strategic Actions (*specific suggestions. May be speculative , but most should follow logically from the summery/the report*)
      1. Organization
      2. University
      3. Personal/Professional

**RECOMMENDATION LETTER**(*A recommendation letter on the letter head of the organization from your organization supervisor*)

**INDUSTRY SUPERVISOR EVALUATION**(*This part is to be filled out by your organization/industry supervisor, under whom you are doing your internship/job activities*)

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| --- | --- |
| **Internship [BSCS]** | **Semester: Summer 2024-2025** |
| **Name:** | **ID:** |

|  |  |  |
| --- | --- | --- |
| **Industry Supervisor Evaluation** | | |
| **Assessment Attribute/Criteria** | | **Missing/Absent (0); Inadequate (1);  Satisfactory (2); Excellent (3)** | |
| 01 | Critical Thinking |  | |
| 02 | Focus on the Task (Self-directed) |  | |
| 03 | Reflection |  | |
| 04 | Quality of the Work |  | |
| 05 | Taking responsibility |  | |
| 06 | Contributions |  | |
| 07 | Collaboration and Ability to Compromise |  | |
| 08 | Valuing other team members (Working with others) |  | |

**Reference Guide for Industry Supervisor Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERN-CO1: Perform as an effective individual in multi-disciplinary settings in solving computer science and engineering problems.** | | | | |
| **Assessment Attribute/Criteria** | **Missing/Absent (0)** | **Inadequate  (1)** | **Satisfactory (2)** | **Excellent (3)** | |
| **Critical Thinking** | Recalls only functional or procedural knowledge of existing solutions | Explains the existing solutions and applies in multi-disciplinary case settings | Analyses and Evaluates  Conditional/  Declarative knowledge with elements in multi-disciplinary settings | Understands the concepts very well and creates new knowledge in multi-disciplinary settings | |
| **Focus on the Task (Self-directed)** | Never stays focused on the task and what needs to be done | Sometime stays focused on the task and what needs to be done | Most of the time stays focused on the task and what needs to be done | Consistently stays focused on the task and what needs to be done | |
| **Reflection** | Rarely acknowledges feedback and doesn’t apply strategies for making improvements | Acknowledges feedback but doesn’t apply strategies for making improvements | Acknowledges feedback and applies strategies for making improvements | Acknowledges and analyzes feedback and applies effective strategies for making improvements | |
| **Quality of the Work** | Provides work that is not up to any quality standard and expectations. | Provides work that usually needs to be checked/redone by others to ensure quality | Provide high quality work. Some small errors that do not interfere with the meaning | Provides work of the highest quality. Work is checked and corrected for mistakes, and shows a high level of effort | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERN-CO2: Perform as an effective team member or leader in diverse team settings and solving multi-disciplinary problems in computer science and engineering domain.** | | | | |
| **Assessment Attribute/Criteria** | **Missing/Absent (0)** | **Inadequate  (1)** | **Satisfactory (2)** | **Excellent (3)** |
| **Taking**  **responsibility** | Does not perform assigned tasks; often misses meetings and, when present, does not have anything constructive to say; relies on others to do the work; | Partially performs all assigned tasks; attends meetings irregularly and occasionally participates and hence not reliable; | Performs all assigned tasks; attends meetings regularly and usually participates effectively.  generally reliable; | Performs all tasks very effectively; attends all meetings and participates enthusiastically; very reliable. |
| **Contributions** | Never provides useful ideas when participating in a group discussion | Rarely provides useful ideas when participating in a group discussion | Sometimes provides useful ideas when participating in a group discussion | Routinely provides useful ideas when participating in a group discussion |
| **Collaboration and Ability to Compromise** | Not cooperative, unable to compromise and disrupts the team process. | Sometimes cooperative, and rarely displays positive attitude. | Usually cooperative, able to compromise and generally displays positive attitude. | Always cooperative. Willingness to compromise. Always display positive attitude. |
| **Valuing other**  **team members (Working with others)** | Often argues with teammates; doesn't let anyone else talk; occasional personally attacks and "put‐downs"; wants to have things done his way and does not listen to alternate approaches; | Seldom listens to others' points of view; occasionally behaves in an oppressive manner; tries to force own ideologies on other; | Generally, listens to others' points of view; always uses appropriate and respectful language; tries to make a definite effort to understand others' ideas; | Always listens to others and their ideas; helps  them develop their ideas while giving them full credit; always helps the team reach a fair  decision. |

*(Signature & Organization Seal)*

**------------------------------------------------**

**Name of the Organization Supervisor**

Rank & Position

Organization Name

Organization Address

**REFERENCES**(*references of any materials used/cited in the report from different sources, use IEEE in text citation and referencing style*)

**APPENDICES**

(*The appendix should contain any information that substantiates the report but that is not required for a convincing understanding of your work. The appendix may contain bulky data such as lengthy tables, computer printouts, descriptions of processes or operations, specialized terms, mathematical symbols, technical jargon, maps, and so on*.)

(*Including a 2-page CV*)

Note:

1. *The following part is only to be followed in preparing the report.*
2. *If the hard copy submission is not required, then no need to follow points – 1 and 10. In this case, students are required to submit the soft copy only following all other report submission instructions*.

**Instructions**

1. **FRONT& BACK COVER**:
   1. Spiral bind.
   2. Cover color is **Blue**.
2. The **font** is ‘**Times new Roman**’,
3. The **font size** of all the **titles** is **16 down to 12**, 16 being the main title, 14 **subtitle**, and so on.
4. The **font size** of all the **text** must be **11** andall text should be **justified**.
5. From the **Paragraph**à**Indents & Spacing tab**.
   1. **Line spacing**à**1.5 lines**.
   2. **SpacingàBefore** and **After** both will be **6 pt**.
   3. Check **√**the box ‘**Don’t add space between paragraphs of the same style**’.
6. Every chapter must start on a **new page**.
7. All the gaps between the paragraphs, titles, etc. should be the same.
8. All figures and tables must be indexed.
9. The Report should not be less than **25 pages** excluding the *Appendices*.
10. **3 copies** of the final Internship Report – one for yourself, one for the organization you worked in, and one for the supervisor/department.
11. Make sure you have **signed** in to the *Letter of Submittal* page.
12. Also **get signature** from the industry/organizational supervisor on the *Letter of Endorsement* page. Students are not required to take the sign from the Head of the Department and Director of the Faculty of Science and Technology. After the report submission it will be done as per departmental policy.