

Internship Guidelines

CONTENTS

1. Internship Program
2. Internship Deliverables
3. Assessment Criteria
4. Material Submitted with the Report
5. Internship Report Submission Guidelines
6. Formatting of the Report
7. Required Pages
8. Binding and Presentation

Appendix

Sample Title Page
Plagiarism and malpractice
Report submission form
Sample report format

A handwritten signature in black ink, consisting of a stylized 'A' followed by a series of loops and a horizontal line.

Disclaimer: IBA reserves the right to change the policies and guidelines as and when required, with notice to the students.

1. INTERNSHIP PROGRAM

Every student at IBA, both BBA and MBA must complete an Internship Program as part of the degree requirement. The primary goal of internship is to provide an on-the-job exposure to students and an opportunity for relating theoretical concepts to real life situations. Students are placed in business enterprises, government and semi-autonomous institutions, NGOs, development projects, or research institutions. The program includes eight weeks of organizational attachment for BBA students and MBA full time students and two weeks for report writing. Part time MBA students with minimum 6 months full time job experience may be exempted from organizational attachment and submit their report directly.

Students are required to prepare and submit an internship report which is graded following the grading scheme of IBA. The grade obtained in the internship report is shown on the grade sheet but is not included in calculating CGPA.

Students will complete their internship under the supervision of an assigned faculty member (internship supervisor) from the Institute. The internship supervisor will be assessing assigned students' effort, performance and success, based on meetings with the student and a report that the student will have to submit at the end of the organizational attachment. To enrich the student's internship experience, the internship supervisor will be helping the in many ways such as

- Assisting students in learning new skills and add to their knowledge while gaining confidence at work.
- Guiding and encouraging the students as they adjust in their new work environment
- Assisting students in their reflection of the internship experience and guiding them for their professional development and career plan.

INTERNSHIP DELIVERABLES

The student is required to deliver the following at the end of the internship period:

1. Internship Report

The internship report must cover the following;

- The organization overview
- The learning experience from the internship and contribution to the organization
- The challenges faced during the internship/project and how did the student overcome it?

- The detailed of the project/ assignment assigned to the student and the learnings/findings from that.

2. The weekly meeting journal

This should include a mutually signed copy of the meetings held with the faculty supervisor. Minimum 4 meetings is a must.

3. The report from the organizational supervisor

A filled in signed copy of the assessment form must be provided by the organizational supervisor

4. Attendance and Assessment of Report Writing and Referencing Workshop

Every intern will have to attend the report writing and referencing workshop organized by IBA for the interns once they complete their organizational attachment. The workshop will help the interns to understand the objective of internship report, how to analyze and present their findings, how to write the report and referencing.

The workshop date and time will be communicated to all the interns beforehand

5. Defense Presentation

Every internship student (BBA /MBA) is required to defend his/her report to a panel of faculties including the supervisor. The student will have to present in front of the panel for 10 minutes followed by Q/A of 5 minutes. The purpose of the defense is to ensure that the student has clear idea/ knowledge of the internship topic and is being able to demonstrate his/her learnings and contribution to the organization.

ASSESSMENT CRITERIA

Marks will be given to the students based on the defense of the internship report presentation. The supervisor will assess the report and provide marks for the report. The accumulated marks will be used to determine the grades of the student.

If the defense board is not satisfied with the internship report or the work the student undertook during the three months organization attachment, the board can ask the student to rewrite or even re do the internship at the extreme.

The faculties can give re write of **2 weeks or 4 weeks** depending on the level of corrections. If the correction level is minor, the faculties will give 2 weeks' time to

correct and resubmit. If the corrections are major, the faculties will give 4 weeks' time to make the major changes and then resubmit. For the major revisions of 4 weeks, the students will have to take supervisors' signatures before resubmitting the report. The career center will communicate the results to the interns as soon as the marks are compiled and calculated.

If the corrections time line is 4 weeks, the interns will have to face the defense board again.

MATERIALS TO BE SUBMITTED WITH THE REPORT

Every student is required to submit an electronic version of the report in MS word and pdf format. Appendices or any additional materials /workings will have to be submitted along with the report. The report will be checked for plagiarism using recognized plagiarism software.

If the report is not within the plagiarism acceptable limit based on the policy of plagiarism of the Institute, the students will have to rewrite the internship report or even re-do the internship. Students must remember that if they are found to have plagiarized material in any of your marked submissions, he/she may face disciplinary action.

Details on plagiarism and malpractice are given in the appendix.

INTERNSHIP REPORT SUBMISSION GUIDELINES

As part of the internship program, all students are required to submit an internship report to the Career Centre. Six (6) identical print outs and the soft copy of the report must be submitted within the due date to the career center.

Print copies must be produced on paper of international standard size **A4 (210 x 297mm)**. No other paper size is acceptable for the main text of a report. Paper of a larger size may be used for maps, plans, diagrams or other illustrations forming part of the report if the supervisor agrees that this is required.

In case of resubmission of report after corrections, students will have to submit the **soft copy in the mail and Three hard copy to the career center. However, if the intern has to attend the defence again, then he/she will have to submit 6 identical copies of the corrected final report.**

Students should note that all pages within the appendices should be numbered in accordance with formatting requirements detailed in this policy. The internship reports submitted for the degree of BBA/MBA should be between 30-50 pages (the details are provided). Prior recommendation and permission from the internship

supervisor and career center are required for submission of a report longer than the prescribed length.

The bibliography or list of works cited, any appendices or acknowledgements, declaration and copyright statements, letter of transmittal are excluded from the page count.

Where internet citations are used in a report, students should include the website detail and the date they accessed the site next to each individual reference. The student should discuss the most appropriate way to include the references with their supervisor(s). The acceptable style of bibliographic citations and references for internship report is **APA**.

FORMATTING OF THE REPORT

For the main text, **1.5 spacing** in a font type and Times New Roman should be used. single spacing may be used for quotations, footnotes, references and preliminary pages.

The style of bibliographic citations and references chosen for the internship report should be APA and must be consistent throughout the report; general guidance can be obtained from the student's supervisor.

Page numbering must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3...) throughout the report body, starting with the introduction as page number 1. ***(Please follow the guidelines discussed in the report writing workshop. Please refer to Appendix IV to see a sample report format).***

The main text of the report should normally be left "justified" to aid accessibility and readability of the report.

REQUIRED PAGES

The following items (a-h) must be included as ***prefatory parts*** of the report in the order given:

a. COVER-PAGE/ TITLE FLY

b. TITLE PAGE (*Please refer to Appendix I to see a sample title page.*)

c. A LETTER OF TRANSMITTAL

d. REPORT SUBMISSION FORM (*Please refer to Appendix III to see a sample title page.*)

d. TABLE OF CONTENTS

A list of contents, giving all relevant sub-divisions of the report and a page number for each item. Make your you do not go beyond **fourth level heading** for the table/list of contents

d. OTHER LISTS

Lists of tables, figures, diagrams, photographs, abbreviations etc. If the internship report contains such lists, it is required that a separate list of each item, as appropriate, is provided immediately after the contents page(s). However, the if the list of tables, diagrams or figures are not too many, the students can merge and title " LIST OF ILLUSTRATIONS"

e. EXECUTIVE SUMMARY

An executive summary of the contents of the report must be included into the report.

The report proper should at least have primarily chapters: namely, (1) Introduction (2) Company/ Organization Overview (3) Research Methods (4) Findings and Analysis (5) Conclusion and Recommendation (Based on your own project/research)

The Appended part of the report will consist of the following : References (the sources and links of any citations used in the text) and Appendix.

BINDING AND PRESENTATION The six (6) copies of the Internship report to be submitted by the students will have to be in ring binding or spiral binding. All reports will have to be identical.

Appendix I

Sample Title Page

Full Title of the Report

Internship report submitted to the IBA Career Centre, Institute of Business
Administration to fulfill the degree of

Submitted by:

Students Full Name

Roll # , Batch #

Supervised by:

Supervisor's Full name

Supervisor's Designation

Institute of Business Administration, University of Dhaka

Submission date: ...

Appendix II

Plagiarism and malpractice

- Students are expected to participate in the educational process with integrity and to avoid any form of malpractice. A particular area of potential malpractice concerns plagiarism. Plagiarism is the use of someone else's work without proper acknowledgement, representing it as if it were one's own. It includes unacknowledged direct copying from the work of another person (other students, published sources, the World Wide Web etc.), or the close paraphrasing of somebody else's work.
- The use of quotations (direct and paraphrased) from others' work is entirely acceptable but must be properly acknowledged and referenced. Plagiarism is a serious academic offence, equated with cheating in examinations, and the consequences are severe. It will always result in the imposition of a penalty.
- For many students, a major part of their studies involves empirical work in terms of surveys or interviews. If the student is in this situation, he/she is expected to behave in a responsible manner, as in other aspects of academic life, and to show proper integrity in the reporting of results or other data. Hence one should ensure that he/she always documents clearly and fully any research design that is undertaken. Results or data that is submitted must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should one seek to present results or data that were not properly obtained. Otherwise, the student lays himself/herself open to the charge of fabrication or falsification of results.

Checking for Plagiarism

- All internship reports will be uploaded into globally recognized software to check for plagiarism. If the similarity index in the software is within **30%**, the internship report will be acceptable without any corrections.
- If the similarity index is between **31-50%**, the students will be given back the report with comments for re writing, re phrasing or correcting the referencing. The time line to resubmit the corrected report to the career centre will vary based on the level of corrections. However, if a student fails to make necessary corrections within the given time, the student will have to redo the internship. The resubmitted report will also be checked for any malpractice and the same rule applies. A student will be given one chance to correct their report.
- Finally, if any internship report is more **than 50%** similar, then the student will have to redo the internship and rewrite the report.

Appendix III

Institute of Business Administration (IBA)
University of Dhaka
IBA Career Centre

INTERNSHIP (Session: Jan-Mar.)2022
Report Submission Form

I hereby declare that I have completed my internship report under my faculty supervisor (.....) towards the fulfillment of requirement for the BBA/MBA degree following the prescribed guidelines of internship program of IBA, University of Dhaka.

Signature of the Intern

Date:

Name:

Batch:

Roll:

This internship report has been submitted with my approval as Academic Supervisor.

Signature of the Faculty Supervisor

Date:

Name:

Designation:

Appendix IV

1. Prefatory part

- a. Title fly: 1st page of the report; no page number; contains the title of the report.
- b. Title page: no page number.
 - As per Appendix I
- c. Letter of transmittal: cover letter; no page number; addressing **Coordinator, IBA Career Center**; stating the purpose of the report; must be signed.
- d. Report Submission Form: no page number;
 - As per Appendix III
- e. Acknowledgement page (optional); no page number.
- f. TOC: no page number.
 - Detail (maximum 4th level heading)
 - There might be a separate list of tables/figures/ illustrations
- g. Executive summary: Contains page number in Roman format - counting from the first page; contains summary of the findings of the report
- h. List of acronyms/ technical words (optional)

2. Report proper/body: Contains the full report subdivided in several chapters; start using headings and numberings (decimal outlines); under each heading something must be written. Start each chapter in separate page.

- a. Chapter 1: Introduction: starts with page number 1.
 - Background of the study
 - Origin of the report: how & why this report was generated
 - Objectives
 1. Broad objective: reflects the title
 2. Specific objectives: as specific as possible
 - Scope of the report/study
 - Limitations: beyond the scope; time and budget are no limitation
 - Methodology (optional, make a separate chapter, usually chapter 3, if large, 2-3 page)
 1. Sources of data
 2. Design of the study/research design: how will you collect those data
 - Chapter outline: briefly mention what is contained in each chapter
 - List of acronyms/ technical words (optional)
- b. Subsequent chapters –
 - Chapter 2: Usually contains Background study/Literature review (if required).
 - A chapter containing Company and/or Industry overview
 - Other chapters: as required

Findings chapter:

- Findings in the findings chapter should come according to the specific objectives
 - Discuss all the findings in detail
 - Findings chapter should contain a sub section named – summary of findings containing the major findings discussed in this chapter.
- c. Conclusion: based on findings draw a conclusion
 - d. Recommendation (do not recommend if not needed): make specific recommendations based on findings
 - e. References (of secondary sources)
- 3. Annexure/Appendices:** not part of the main report, used to better understand the report. Use separate page numbering than report body.