

**COMP8851/COMP8860**

**Internship Report Template**

**(Both for midterm and final reports)**

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**1. Title Page (No title page, then -10%)**

The title page of the report will include:

- a. Name of the organization
- b. Name of the internee, Student ID and session
- c. Submission date of the internship report
- d. Name of the University
- e. MQ logo

**2. Acknowledgment (No Acknowledgment, then -10%)**

In this section you acknowledge the help and support of all the people who helped you in completion of your internship and internship report.

**3. Executive Summary (Mark 2.5%)**

Executive summary previews every section of the report in a short form. It can be called as micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

**4. Table of contents (No Table of contents page, then -10%)**

List the important headings and sub headings in the report with page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

**5. Overview of the Organization [word limit: min. 500 words] (Mark 2.5%)**

- a. Brief history
- b. Introduction of the organization
- c. Policy of the organization
- d. Competitors

**6. Organizational Structure [word limit: min. 500 words] (Mark 2.5%)**

- a. Organizational Hierarchy chartp
- b. Number of employees
- c. Main offices
- d. Introduction of all the departments
- e. Comments on the organizational structure

**7. Plan of your internship program [word limit: min. 300 words] (Mark 2.5%)**

- a. A brief introduction of the branch/ area office of the organization where you did your internship
- b. Starting and ending dates of your internship
- c. Part-time or Full-time
- d. Names of the departments in which you got training and the duration of your training

**8. Training Program [word limit: min. 2000 words] (Mark 10%)**

- a. Detailed description of the operations/activities performed by the department(s) you worked in.
- b. Master of IT students (Cyber, networking, management): Detailed description of the task(s) assigned to you
- c. Master of Data Science Students: detailed description of the project assigned.

**9. Reflective Journal Entries [word limit: min. 2550 words] (Mark 50%)**

- a. In reflective journal writing, student will reflect on all activities during **Each Week** of internship in that organization and then will enter in reflective journal on *weekly* basis, for 13 weeks.
- b. Entry for a single week should be very comprehensive and should include all important happenings of that particular week. A comprehensive journal not only includes information on assignments and tasks you are given, but also your impression of the organization and the staff at your internship.
- c. In case of any leave or holiday students will also mention it in reflective journal along with reason for observing that leave.

**Tips for writing Reflective journal**

The following is a helpful formula for reflective journal writing.

**Formula D-I-E-P**

**D – Describe *objectively*** what happened

- Answer the question, “**What did you, see, read, hear etc?**”

**I – Interpret** the events

- Explain what you saw and heard;
- Your new insights;
- Your connections with other learning, your feelings etc;
- Your hypotheses; your conclusions;
- Answer the question what might this mean?

**E – Evaluate** the **effectiveness** and **efficiency** of what was observed

- Make judgments clearly connected to observations made. Evaluation answers the question, “**What is your opinion about what you observed or experienced? Why?**”

**P – Plan** how this information will be useful to you

- **What are your recommendations?** (Be concrete)

**Consider:** In what ways this learning experience will serve you in your future?

**Remember your Journal Entries, attempt to:**

- a. Analyze your own performance as a learner
- b. Evaluate your gains in understanding and completing tasks
- c. Verbalize how you feel about your learning
- d. Make connections with other experiences, ideas
- e. Demonstrate transfer of learning
- f. Integrate the concepts taught in courses

**10. Work Samples [word limit for this section is not specified as it depends on the nature of work sample] (Mark 7.5%)**

Compile at least 2 samples of your work during your internship. Some examples of work samples include: news stories, articles, interviews, projects etc. Each work sample should have a short description of your role in that work sample or how you used the sample.

**11. Critical Analysis [word limit: min. 1500 words] (Mark 7.5%)**

Relate the theoretical concepts with your practical experience during your internship in the organization. Execute an overall analysis of the organization.

**12. SWOT Analysis (word limit: min. 1000 words) (Mark 7.5%)**

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done internship. Remember that strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the environment outside the organization.

Strengths are those qualities which distinguish or give an edge to the organization over other organizations.

Weaknesses are the attributes of an organization that are harmful in achieving the objectives of an organization.

Opportunities are the external factors that are helpful in achieving the objectives of the organization.

Threats are the external factors which could damage the business performance of the organization.

**13. Conclusion [word limit: min. 350 words] SWOT Analysis (Mark 2.5%)**

In this section you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses.

**14. Recommendation [word limit: min. 300 words] (Mark 2.5%)**

In this section you are required to suggest solutions for all the problems or discrepancies (you have pointed out in critical/ SWOT analysis) found in the organization.

**15. References & Sources (Mark 2.5%)**

In this section, provide all the references and sources in APA format that you have used for data collection in your Internship Report.

**NOTE**

- i. Midterm and final Internship Report have the same format and should be submitted within the due date as mentioned in the 'Semester Calendar'. Submissions made after due date shall not be considered.
- ii. Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, DO NOT skip any part as every part is included in evaluation criteria.
- iii. Words required for internship report (excluding work samples) are 9,000 – 11,000.
- iv. There is no specific range of words required for work samples as it will vary from task to task. However, these words will be in addition to the specified word limit of 9,000 to 11,000 words of internship report.
- v. There should be harmony among the ideas that you describe in the Critical analysis, SWOT analysis, Conclusions and Recommendations.
- vi. Marking Criteria:

<b>Executive Summary</b>	<b>Mark:</b>	2.5
<b>Overview of the Organization</b>	<b>Mark:</b>	2.5
<b>Organizational Structure</b>	<b>Mark:</b>	2.5
<b>Plan of your internship program</b>	<b>Mark:</b>	2.5
<b>Training Program</b>	<b>Mark:</b>	10
<b>Reflective Journal Entries</b>	<b>Mark:</b>	50
<b>Work Samples</b>	<b>Mark:</b>	7.5
<b>Critical Analysis</b>	<b>Mark:</b>	7.5
<b>SWOT Analysis</b>	<b>Mark:</b>	7.5
<b>Conclusion</b>	<b>Mark:</b>	2.5
<b>Recommendation</b>	<b>Mark:</b>	2.5
<b>References &amp; Sources</b>	<b>Mark:</b>	2.5
<b>Total</b>		<b>100</b>