**GUIDELINES FOR INTERNSHIP REPORT AND PRESENTATION ( 2021-22)**

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| **Course Code:** 18ECI85 | **Course Title:**Internship |

All the students of Final year Electronics & Communication Engineering are required to submit Draft copy of the Internship Report as per the attached format to their respective guide by15thof February 2022.

The report shall be on **A4 size paper**having the margins’ as below

i.Top & Bottom margin 0.8”.

ii.Left margin 1”.

iii.Right margin 0.7”.

* Title (16 font Title Case Bold, Times New Roman).
* All Headings in title case bold Times New Roman letters with 14 font.
* Sub headings in title case bold Times New Roman letters with 12 font.
* Main text in Times New Roman letters with 12 fonts with 1.5 lines spacing.
* All sections (as 1.0, 2.0 etc.) and sub sections (as 1.1, 2.1 etc.) are to be numbered.
* Header contains Topic name with 10 font and Footer contains department and College name at left side and at right side page no should be mentioned with 10 font.
* The report shall be arranged under the following headings

1.Title page/ Cover page

2. Certificate from the institution

3.Request letter/ Permission letter from institution

2.Certificate from the industry

3.Declaration.

4.Acknowledgement

5.Summary ( Brief profile about company / Organization along with salient features of internship program)

6.List of Contents.( content should be chapter wise)

7.List of figures.

8.List of Tables.

9.Introduction. (about the program organizing and its products details along with organizational flow chart etc.)

10.Narration (about internship step by step details about the internship program underwent)

11.Self evaluation (This is the heart of the report which determines the grade. Give

complete details about your experience good & bad and make constructive criticism along with details about the things learnt & practiced)

\* The minimum number of pages shall be 20 Nos.

**Note:**

**👍The students should prepare the presentation using Microsoft Power Point (for 10 min**

**and not more than 15 slides)**

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| **(Dr. Sasmita Mohapatra) (Dr.R.Sundaraguru)** |  |
| Internship CoordinatorHOD |  |

**INTERNSHIP REPORT FORMAT 2021-22**

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| **Course Code- 18ECI85** | **Course Title-** Internship |

The report must have a title page and a table of contents. Number the pages. Your report is a summary of your internship. Make sure it is neat, well organized, focused. Proofread for typos. Make it as professional as you can.

Your report will be divided into four major chapters:

**1.Summary of the facts:**This gives the reader a brief profile of the agency, company or organization for which you worked. Inform the reader about the type of business, number of employees, geographic location, etc. Tell about the identity and the image of the business—how does the business (agency/organization/company) position itself in the industry. Next, move from general information to the specifics about the division or department you worked in. Here you might include an organizational chart of your department. Limit this section to two or three pages.

**2.Narrative of what you did and what you learned:**You can do this either chronologically by project or by the kinds of tasks performed. Tell the reader exactly what you did on the job. Describe duties/chores in detail. Include writing and/or marketing/account work as well as all other duties. Most importantly, describe what you have learned about the practice of public relations.

3.**Self-Evaluation:**This is the heart of your report and will largely determine your grade on it. Take a long, hard look at your experience and tell the good and the bad of it. Make constructive criticism of use/misuse of you as an intern. Perhaps you learned something about yourself. Tell the reader about it and make recommendations and suggestions about how you can use what you’ve learned about yourself. Be sure to bring some insight, analysis and reflective thinking to this section. Don’t generalize and offer superficial, glib observations. Be specific and detailed in describing your experience.

4.**Appendix:**Include samples of the work you did at the internship. Show a variety of pieces (i.e. instead of 15 news releases, include five and samples of other formats such as features or photos). Layouts, ads, tapes, reports, editorials, brochures, letters, and scripts are also appropriate for this section. What you include here will be determined by the kind of internship you had. If you have nothing to include here, your narrative should explain why this is so.