

**LAHORE GARRISON UNIVERSITY**

Department of Biology

**INTERNSHIP REPORT GUIDELINE****1. Title Page**

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. University logo

**2. Letter of Undertaking**

By the student duly signed / approved by Academic advisor and Chairman / Chairperson of department

**3. Scanned copy of the internship certificate (provided by the organization)**

Attach the scanned copy of your (original) Internship Completion certificate provided by the organization.

**4. Dedication (Optional)**

If you want to dedicate your work to someone, you may write the dedication note under this section of your internship report.

**5. Acknowledgement**

In this section you acknowledge the help and support of all the people who helped you in completion of your internship and internship report e.g. the library staff, course instructor, family or any other person.

**6. Executive Summary**

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.

**7. Table of contents**

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.

### **8. Overview of the Organization (word limit: min. 500 words)**

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

### **9. Organizational Structure (word limit: min. 500 words)**

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

#### **Note:**

In section #8-9, students are expected to collect information from various sources such as interaction with the organization's personnel (managers, internship supervisor, colleagues etc.) and company website, documents, brochures etc. but it is necessary to mention the sources of information in APA format.

### **10. Plan of your internship program (word limit: min. 300 words)**

- 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. Names of the departments in which you got training and the duration of your training

### **11. Training Program (word limit: min. 2000 words)**

- a. Detailed description of the operations/activities performed by the department(s) you worked in.
- b. Detailed description of the task(s) assigned to you **OR** detailed description of the project assigned.

### **12. Reflective Journal Entries (word limit: min. 2550 words)**

- a. In reflective journal writing, student will reflect on all activities during **each day** of internship in that organization and then will enter in reflective journal on daily basis.

- b. Entry for a single day should be very comprehensive and should include all important happenings of that particular day. 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.

**13. Work Samples (word limit for this section is not specified as it depends on the nature of work sample)**

Compile at least 2 samples of your work during your internship. Some examples of work samples include: news stories, articles, interviews, spreadsheets, log sheets, correspondence, videos, CDs with audio or visual clips, photos, layouts, press releases, media lists, speeches etc. Each work sample should have a short description of your role in that work sample or how you used the sample.

**14. Critical Analysis (word limit: min. 1500 words)**

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

**15. SWOT Analysis (word limit: min. 1000 words)**

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.

**16. Conclusion (word limit: min. 350 words)**

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

**17. Recommendation (word limit: min. 300 words)**

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.

**Note:**

Section # 10-17 are NOT expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per **ZERO TOLERANCE POLICY** of the university. The university may also take a legal action according to plagiarism policy as defined by HEC (Higher Education Commission).

### **18. References & Sources**

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

### **19. Annexes**

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.

### **NOTE**

- i.** 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.
- ii.** Words required for internship report (excluding work samples) are 9,000 – 11,000.
- iii.** 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.
- iv.** There should be harmony among the ideas that you describe in the Critical analysis, SWOT analysis, Conclusions and Recommendations.
- v.** Internship Report should be submitted within the due date as mentioned in the 'Semester Calendar'. Submissions made after due date shall not be considered.