{Name of the Company}



***By:***

**Name**

***FUI Reg No***

**FACULTY OF MANAGEMENT SCIENCES**

**FOUNDATION UNIVERSITY ISLAMABAD SCHOOL OF SCIENCE & TECHNOLOGY**

**Semester (Spring/ Fall 202-)**

{Month of submission, Year}

**TABLE OF CONTENTS**

[EXECUTIVE SUMMARY 3](#_Toc127641828)

[CHAPTER 1: INTRODUCTION OF REPORT 4](#_Toc127641829)

[CHAPTER 2: ORGANIZATION OVERVIEW (Should not exceed 3 pages) 5](#_Toc127641830)

[2.1. Brief description of the organization………………………………………………...5 2.2. Products 5](#_Toc127641831)

[2.3. Company profile 5](#_Toc127641832)

[2.4. Departments 5](#_Toc127641833)

[2.5. Hierarchy 5](#_Toc127641834)

[CHAPTER 3: LEARNING FROM THE INTERNSHIP 6](#_Toc127641835)

[3.1. Position title and department in which you performed duties. 6](#_Toc127641836)

[3.2. Learning from Internship 6](#_Toc127641837)

[3.3. Skills developed (5 skills tapped at the internship with examples) 6](#_Toc127641838)

[3.4. Areas for improvement (3 skills in term of the skills) 6](#_Toc127641839)

[3.5. Knowledge gained (duties, process) 6](#_Toc127641840)

[3.6. Team work learning/specific assignment 6](#_Toc127641841)

[CHAPTER 4: RECOMMENDATIONS 7](#_Toc127641842)

[CHAPTER 5: LEARNING OUTCOMES 8](#_Toc127641843)

[REFERENCES/BIBLIOGRAPHY 9](#_Toc127641844)

[ANNEXURE 10](#_Toc127641845)

# EXECUTIVE SUMMARY

An executive summary should present an overview of the complete report to help the reader have a quick glance at the report before reading it in detail.

**CHAPTER 1: INTRODUCTION OF REPORT**

(Purpose of internship, why internship is important?)

(2 pages max.)

# CHAPTER 2: ORGANIZATION OVERVIEW (Should not exceed 3 pages)

2.1. Brief description of the organization.  
2.2. Products

2.3. Company profile

2.4. Departments

2.5. Hierarchy

**CHAPTER 3: LEARNING FROM THE INTERNSHIP**

(8-10 Pages)

3.1. Position title and department in which you performed duties.

3.2. Learning from Internship

3.3. Skills developed (5 skills tapped at the internship with examples)

3.4. Areas for improvement (3 skills in term of the skills)

3.5. Knowledge gained (duties, process)

3.6. Team work learning/specific assignment

# CHAPTER 4: RECOMMENDATIONS

(1 PAGE)

You are required to recommend what the organization needs to do using their strengths and opportunities to address the weaknesses and threats.

# CHAPTER 5: LEARNING OUTCOMES

(1 PAGE)

This section is focused on your mental processes including your perception, judgment and reasoning.

* How effectively did you apply your theoretical knowledge gained from the courses taught at the university to the practical environment during internship?
* What did you achieve through your internship experience?
* What were the responsibilities assigned to you that you liked/ disliked and why?
* Do you deem this internship experience to be relevant to your career interest and how do you think this will impact your career advancement?
* Any other relevant comments you would like to give regarding your experience.

# REFERENCES/BIBLIOGRAPHY

* The data and other information used in the report (if any) must be acknowledged in this section.
* The references within the text should be cited in APA referencing format.

# ANNEXURE

* Attach the following:
  + Copy of the Internship Certificate on the organization’s letter head.
  + Copy of Employer Feedback form duly signed and stamped by the supervisor/organization under which the internee has worked (if provided by employer).
* Attach all the supportive documents used in the preparation of your report such as brochures, newsletters, forms, questionnaires etc (if any).

General Notes:

1. Insert footnotes wherever you would like to explain something to the reader immediately.
2. Do not introduce lines before or after the heading.
3. Do not have blank lines in between text except paragraphs in continuity.
4. Be precise no one needs you to write tons of tons of useless text.
5. Do not change the margins of this document.
6. The red text in the document will not part of your work.
7. Comprehension, Vocabulary and Grammar should be carefully checked.
8. Do not change font size of headings and text as in this document.
9. All text must be justified.
10. Submission criteria:

* 1 Internship at an organization is a must to complete degree requirements.
* Hardcopy submission: 1 report should be tape bind. To be submitted to the internship coordinator.
* Softcopy submission: Copy on internship report to be uploaded on the provided link by the placement coordinator.

1. Two or more students who complete their internship from the same organization under the same project/ duty should submit separate reports written in their own words and style. If any similarities among the reports are found, they shall not be accepted.