

IBA Business Internship Report Format

Title Page (Specimen Provided)
Business Internship Approval Form
Internship Declaration Certificate
Table of Contents
List of Figures and Tables
Executive Summary

Chapter#1: Introduction
Chapter#2: Overview of the Organization
Chapter#3: Description of the Internship role
Chapter#4: Analysis of Organization and Intern Activities
Chapter#5: Conclusions and Recommendations

Font style, size and spacing:

Font Style: Times New Roman,

Size: 14 points bold for main headings, 13 points bold for sub-headings and 12 points for all other text

Spacing: 1.5 line spacing

Chapter#1: Introduction

Concept and objectives of the Internship:

- Briefly explain the concept of business internship
- Outline your personal and academic goals for undertaking this internship.
- Describe what you hoped to learn or achieve (e.g., applying theoretical concepts to real-world problems, developing specific skills, understanding organizational dynamics).

Methodology:

- Research method, data collection, analytical tools used in completing the internship report.
- Mention any frameworks or theories that guided your work.

Chapter#2: Overview of the Organization

Background of the Company/Organization:

- Brief overview of the company's history, mission, vision, core business areas, and business departments/divisions.
- Key products and/or services and organizational hierarchy.

Chapter#3: Description of the Internship Role

Responsibilities and Duties:

- Describe the departments or divisions you worked in and the projects or tasks you were involved in.

Challenges Faced:

- Discuss any difficulties or challenges you encountered during your internship (e.g., business problems, time management, resource limitations).

Chapter#4: Analysis of Organization and Intern Activities

Organizational Analysis:

- Conduct organizational analysis using any analytical framework (e.g., SWOT analysis, Porter's Five Forces, PESTLE analysis, Financial Analysis, Theories, etc.).

Lessons Learned:

- Share key takeaways from the internship experience.
- Discuss how these lessons are relevant to your future career or academic development.

Application of Academic Knowledge:

- Reflect on how your academic knowledge helped you during your internship (e.g., business theory, marketing strategies, financial analysis).

Skills Developed:

- Highlight specific skills you developed or enhanced during the internship (e.g., communication, problem-solving, time management, use of business tools, etc.).

Chapter#5: Conclusions and Recommendations

- Share your understanding of the business environment, market trends, and industry-specific practices.
- Summarize the key points of your internship report.
- Based on the inferences drawn in the analysis section, make recommendations.

References: Include any sources or references you used while preparing your report (e.g., company reports, textbooks, articles). Follow an APA referencing style.

Appendices: Attach any supplementary material you deem appropriate.

Note for Students: While it is important to understand and adhere to the basic structure of an internship report, you are not required to strictly follow a rigid format. Feel free to express your creativity within the boundaries of good academic writing.