IBA Community Internship Report Format

Title Page (Specimen Provided)
Community Internship Approval Form
Internship Declaration Certificate
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Executive Summary

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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

Section#1: Introduction

Concept and objectives of the Internship:
- Briefly explain the concept of community internship.
- Outline your personal, social and academic goals for undertaking this internship (e.g., gaining practical experience in social entrepreneurship, understanding CSR strategies, learning about social investment, etc.).
- Describe why you chose this organization, how it aligns with your business and social impact interests.

Methodology:
- Research method, data collection, analytical tools used in completing the internship report (e.g., conducting a need assessment for a community program, analyze data from programs, projects, surveys, and other sources to assess program/project operating models and outcomes using CRM systems or project management tools).
- Mention any frameworks or theories that guided your work.

Section#2: Overview of the Organization

Background of the Organization:
- Brief overview of the organization's history, mission, vision, target audience, core social projects, initiatives, activities, and departments/divisions.
- Organizational hierarchy.

Case Studies/Examples:
- Describe specific societies, communities, or groups to illustrate how social organizations function in different contexts (e.g., traditional vs. modern societies, urban vs. rural).

Section#3: Description of the Internship Role

Tasks, Projects and Responsibilities:
- Describe your daily, weekly, or monthly tasks and programs or projects you were involved in (e.g., conducting research, supporting outreach campaigns, assisting with event coordination, preparing reports, etc.).

Any Collaboration:
- Highlight teamwork and how you collaborated with other partners.

Challenges Faced:
- Reflect on the challenges you faced during the internship, such as managing expectations, adapting to organizational culture, working with limited resources in a social context or time management.

Section#4: Analysis of Organization and Intern Activities

Organizational Analysis:
- Map out the inputs, activities, outputs, outcomes, and goals of key organization's projects.
- Analyze organization's projects/programs to evaluating their effectiveness, efficiency, impact, and sustainability using any of analytical techniques. Some examples of analytical techniques are given below:

- ***Monitoring and Evaluation (M&E):*** *Monitoring refers to the continuous tracking of a project's activities, outputs, and outcomes during its implementation. Evaluation, on the other hand, is a more in-depth assessment conducted at specific points in time to determine the effectiveness and impact of the project.*
- ***Cost-Effectiveness Analysis (CEA):*** *CEA compares the relative costs and outcomes (effects) of different programs or interventions to determine which offers the best value for money. Unlike cost-benefit analysis (CBA), which monetizes outcomes, CEA focuses on outcomes that cannot always be easily quantified in financial terms (e.g., number of lives saved, reduction in disease incidence).*
- ***Case Studies:*** *A case study is a detailed examination of a single instance or example of a program or project. It looks deeply into the context, implementation process, challenges, and outcomes.*
- ***Social Return on Investment (SROI):*** *SROI is a method for measuring and accounting for the social, environmental, and economic value generated by a project or program. It converts social impacts into monetary terms to estimate the value of outcomes relative to the investment made. SROI is useful when trying to demonstrate the value of a program to stakeholders, funders, or donors by showing how social impacts create financial value or savings for society.*
- ***SWOT Analysis: (Strengths, Weaknesses, Opportunities, Threats).***
- ***Analysis based on Key Performance Indicators (KPIs):***

A combination of these methods can provide a comprehensive understanding of a program's performance, help identify areas for improvement, and demonstrate its impact to stakeholders.

Learning Outcomes and Personal Development:

Skills Acquired:

Business Skills: (e.g., practical skills in project management, data analysis, marketing strategies, financial modeling for social enterprises/non-profit organizations).

Social Impact Skills: (e.g., stakeholder engagement, community assessment, designing sustainable initiatives).

Soft Skills: (e.g., communication, teamwork, event planning, problem-solving, leadership).

Section#5: Conclusions and Recommendations

- Summarize the key points of your internship report.
- Based on the inferences drawn in the analysis section, make recommendations to improve processes, programs, or strategies for better engagement with communities or for improvements within the organization.
- Mention how your work contributes to the organization's social mission and operational strategies.

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 (e.g., photos or visual aids that enhance the understanding of your work).

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.