

INTERNSHIP POLICY UNDERGRADUATE STUDENTS

Purpose.

The purpose of internship is to provide IMS students to get relevant corporate experience in eminent organizations. It provides students the opportunity to work on meaningful assignments and gain practical work experience, skill development, networking opportunities etc. Therefore, makes them instantly useful to the organizations they join upon graduation. Moreover, after experiencing a particular job environment and witnessing what it requires, students may decide right career for themselves prior to graduation.

Eligibility Criteria.

It is a compulsory degree requirement, failing which you will not be issued the Degree despite of the "PASS" result to be mentioned on final Transcript. Student during the period must show professionalism, and commitment. Equal opportunities will be given regardless of race, gender, disability, or other factors.

- a. Minimum CGPA= 2.4
- b. Student should have completed Six semesters of study or,
- c. Should have completed 90 credit hours or,
- d. Qualify prerequisites of selected organization

Registration Process.

- Student must complete registration process for internship within notified timeframe. a. Get a copy of "*Internship Approval Form*" from Placements Office.
- b. Submit your *CV/Resume* (Hard copy) to Internship & Placement Officer
 - c. Internship & Placement Officer will issue a *recommendation letter* & email at (placement@pakaims.edu.pk)

Internship Structure.

- a. Duration: 6-8 weeks
- b. CHrs: 03
- c. Fee: No fee

General

- a. This policy framework should be tailored to fit the specific needs and objectives of the department.
- b. Provide an orientation for interns to understand expectations, company policies, and code of conduct.
- c. Students will be free for Practical Internship of their own choice. But they will have to inform internship desk (*via Internship Joining Form/email*).

- d. Student will have to submit a copy of internship offer letter (*describing requirements of employer company and job responsibilities of internee*) to Internship / Placement Officer of the Institute.
- e. Details about the Internship (*Organization Name, Internship Commencement date*) are required to be shared by intern to Placement Office.
- f. Sponsoring organizations to be requested to evaluate the intern's performance on a prescribed form which is discussed with the intern so as to focus on his/ her strengths and weaknesses.
- g. Concerned internee is responsible to receive the Internship Evaluation Form duly filled by his/her supervisor in the organization of internship and submit it to the Placement Office.
- h. The Form will be emailed by Placement Office to the concerned organization prior to the completion of internship.
- i. Maintain a LOG BOOK (hand-written) on daily basis for internship period. The log book will describe daily activities of the internee. A log book or a diary of related events will be maintained individually by all students.
- j. The final report of student should not be accepted without submission of the LOG BOOK. All students will maintain and submit the LOG BOOK, non-submission will result in non awarding of grade.
- k. Students will have to submit Internship Report & Internship Completion Certificate (*issued by the respective employer on Company letterhead with proper letter issuance date & internship dates, name & job title of issuing authority*) to Placements Office
- l. Internship will be allowed only in organizations approved by Placement Office, and change of organization without Internship Advisor's permission, is not allowed.
- m. Report should be submitted in Hard Copy within two weeks after the completion of internship. Late submission will not be accepted and the said internship will be cancelled.
- n. If, the evaluation is not found according to the given guidelines by the Internship & Placement Officer in the internship report, then internee will have to rewrite Internship Report as per instructions of the Placement.
- o. Guidelines on Internship Report is attached as *Annexure*

Annexure A

Guidelines

Academic Internship Report

Manuscript Format

The Internship Report must be a professionally finished work in format, style, spelling and appearance, as the finished document reflects on both the student and the University. The report is a scholarly statement of the results of the student's internship work. The format of the manuscript should be consistent with the guidelines presented herein. Failure to follow these instructions may result in either rejection of your Internship Report or an instruction to revise it.

The preferred size of the report is 5 to 6 pages. The language is English. If the results are confidential, the report will only be handed to the Placement Office. Confidential reports will not be shown to anyone else, but will always be accessible for visitation committees.

Title Page

One original title page, prepared in the same format as the attached sample (see the end of this document).

Overview of the Organization

- Brief introduction
- Major activities, processes, products, hierarchy

Report Content

- One or two pager short brief that summarizes the report.
- What is this about?
- Why it undertaken / what was the purpose?
- What are the training methods used, major findings or results?
- Frequency of meetings with supervisors
- The conclusions & recommendations
 - ✓ Based on Strategies developed in SWOT
 - ✓ Should not be Vague, Abstract, Idealistic
 - ✓ Should be Specific, Concrete, Practical

Page of Supervisory Committee

One original title page, prepared in the same format as the attached sample (see the end of this document) must be submitted with the original signatures of all members of the Internship Report Committee.

Acknowledgement

This report has been prepared for the internship that has been done in the (*Name of Organization*) to study the practical aspect of the course and implementation of the theory in the field with the purpose of fulfilling the requirements of the course of (*Name of Program*)

I would like to express my sincere gratitude to (*Supervisor at ____ Manager/Director/HOD of the Organization` worked in, other employees, staff members etc.*) for their support and encouragement.

Internee should concentrate and focus on the quality of recommendations. They **should not be** unclear, ambitious and general. Your recommendations **should be** directly relevant to your place of internship and should be implementable for bringing improvement. *Conclude briefly by summarizing your main points of the report.*

Note: The student must provide information based on his/her personal learning and experience gained during the internship. The institution may take a legal action according to plagiarism policy as defined by HEC (Higher Education Commission), in case of copying.

References & Appendices

Mention the list of all sources that you have used in writing this Report (Write in APA format, all the sources consulted in the making of your report)

Appendix of the report must contain

- A copy of internship offer letter, and internship completion letter
- ☐ Original employer evaluation form duly signed and stamped.
- Other Supporting Documents

Internship Presentation

The student should submit his/her final Internship Report to his/her committee. The steps toward the conclusion of the Internship Report Presentation include:

- Submit the Report to the Internship Committee for initial review in a timely fashion.
- Coord with the Committee to determine the day, time, and location of the Internship Report Presentation and Defense.
- On successful Defense, the Committee signs the Fulfillment of Internship Requirements form.

Preparation of Internship Report

1. The original Internship Report must be printed on standard size, white, 8-1/2 x 11 inches, nonglossy, non-textured acid-free paper.
2. Consistency of typeface is vital.

- Font: Times New Roman
- Size: 14 points bold for main Headings
13 points bold for subheadings
12 points for all other text
- Spacing: 1.5 Line Spacing
- Margins: minimum margin of 1-1/2 inches (for binding purposes) on the left side of the page; 1 inch at the right side; 1-1/4 inches at the top and bottom of the page. Any page submitted with less than the minimum margins will be rejected.

The page numbers that are displayed must be at the bottom right corner of each page, within the bottom margin.

Note that no words, punctuation, or diacritics of any kind accompany the page number: it says "4", not "-4-" or "4." or "Page 4". All candidates for a degree must submit the original and all copies of their final Internship Report to the internship desk within a month after the completion of course work

Internship Report On (Organization) Branch, Lahore



Times New Roman 16 Bold

Session 20XY

Supervised by: Name

Internship In charge

Submitted by: XYZ

Program

ID NO: XYZ

The Institute of Management Sciences (Pak-AIMS)

Times New Roman – 14 NOT Bold

Height 2.5" x Width 2.4"

Times New Roman – 16 Bold

Internship Roadmap

