

STANDARD FORMAT OF THE INTERNSHIP REPORT

INTERNSHIP REPORT

- Reflects your ‘overall’ experience of the internship duration. An internship report is a document that summarises your internship experience with a company and any ongoing considerations you might wish to recommend.
- After you have completed an internship project or an internship program, the department requires you to submit an internship training report detailing your work experience. The report would help them understand the benefits you received by interning and how they can improve their program for future students.
- In your report on your internship experience, you are required to mention the skills you developed during the training period and specify how you used these skills in the position and for the tasks that the company assigned to you. Additionally, you can evaluate their importance for future work opportunities

FONT STYLE/SIZE/SPACING

- Font: Times New Roman
- Size: 14 points **bold** for main headings
13 points **bold** for sub-headings
12 points for all other text
- Spacing: 1.5 Line Spacing

CONTENTS OF THE REPORT

- Title Page (Specimen Provided)
- Page for supervisory committee – Approval Sheet (Specimen Provided)
- Table of contents
- Acknowledgement Page
- Internship Certificate
 - Chapter 1 Overview of the Organization
 - Chapter 2 Work Responsibilities during Internship
 - Chapter 3 Skills and Experiences – What have I learnt
 - Chapter 4 Recommendations and Conclusion
- References (Write in APA format, all the sources consulted in the making of your report)
- Appendices (Financial Statements, Supporting Documents etc.)

Table of Contents

The next page of your internship project report is required to be a table of contents. This page should give a quick overview of everything you have included in the report.

List the important headings and subheadings 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.

Acknowledgement Page

Begin the internship project report by thanking your advisors and acknowledging the help and support of all the people at the company and college department who helped you in getting the internship and during the training period. You can also mention how they helped you and what you learned in particular from each person.

Example below:

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 QACC, Manager/Director/HOD of the Organization worked in, other employees, staff members etc.) for their support and encouragement.

Internship Certificate

Attach the scanned copy of your Offer letter and Internship Completion certificate provided by the organization.

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- **Chapter 1: Overview of the Organization**

Give a brief overview of the company's history, including who founded it, for what purpose and when, future vision and competencies. This is also the place to mention the company's mission statement and its regular business activities and about major competitors in the market.

- **Chapter 2: Work Responsibilities during the Internship**

Mention your internship position within the company and explain the specific tasks that the company staff assigned to you daily. You can discuss the skills you learned as a result and the experiences that helped you to develop professionally. You are also required to mention any projects you completed on your own or as part of a team. This section must include a weekly overview of internship activities.

This is an important part of your report. Your activities during the period of internship. Your job responsibility, in how many departments you were placed, what have you learned in those departments etc. including Duration of internship, Departments assigned and List of activities performed and how have you performed

- **Chapter 3: Skills and Experiences – What have I learnt**

It is important to include specific skills you developed during the course of your internship. Explain how they relate to your educational experiences and your career goals. Detail experiences you received during your internship that helped you to develop professionally and how they would contribute to your future work. You can add suggestions for the department to make the curriculum more robust and industry ready for future batches.

- **Chapter 4: Recommendations and Conclusions**

Finally, discuss skills that you would like to continue developing or experiences you would like to have as part of your internship. This can help you gain insight into what you would like to find in future internships/placements while also helping the department understand how they can better meet the needs and interests of students and organizations in the future

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.



Chikitsak Samuha's
Sir Sitaram and Lady Shantabai Patkar College of Arts &
Science and V.P. Varde College of Commerce and Economics S.
V. Road, Goregaon (West), Mumbai – 400062.

AUTONOMOUS

In accreditation with the **University of Mumbai**

Department – Actuarial Science



Company Name – “XYZ”

(Add Company Logo)

Designation – “XYZ”

Academic Year 2022-23

Supervised by:

“Mr. ABC”

(Team Leader)

Submitted by:

“Student Full Name”

B.Sc. (Actuarial Science & Quantitative Finance)

Roll No. 123

Approval Sheet

Date –

Internship Report

On

“Company Name, Designation, Department Name”

(eg. ACIES, Quant Finance Intern, Risk Advisory Department)

Manager

Signature : _____

Name :

Designation :

Contact No :

Email Id :

Human Resources

Signature : _____

Name :

Designation :

Contact No :

Email Id :

Supervisor

Signature : _____

Name : Mr. Akash Rughani

Designation : Program Director