

**Faculty of Management Studies and Commerce
University of Jaffna, Sri Lanka**

Internship Report Guidelines for Undergraduate Programmes

The preparation of an industrial training report is a systematic process that starts in the fourth year and finishes with the defense of the final internship report at a viva-voce examination. Student should undergo his/her internship at the relevant organisation and learn adequate practical knowledge, soft skills and other necessary skills.

Section	Standard requirements
Title page	Required: The title of the internship report; full name of the student; The name of the department associated with the work; Faculty and University; The month and year when the report was submitted for examination
Abstract	Required. A summary of report (not more than one page)
Acknowledgements	Optional. Acknowledging those who have supported.
Declaration	Required. To be signed and dated by student.
Table of Contents	Required. List sections, chapters and main headings with page numbers.
Table of Figures	Include figure numbers, captions and page numbers
Table of Tables	Include table numbers, titles and page numbers
List of Abbreviations	Optional. Include only those abbreviations that are likely to be unknown to the reader, or abbreviations devised for use in the report.
Chapter One	Introduction
	Introduction; justification on organisation selection; objectives of the internship; significance of the internship; period of the internship; chapter summary
Chapter Two	Background of the Organisation
	Introduction of the organisation; vision, mission, goals, and objectives of the organisation; Organisational structure; main and sub-activities of the organisation; role of immediate supervisor/ mentor; chapter summary
Chapter Three	Duties and Responsibilities
	Introduction; assigned tasks; duties and responsibilities; application of theory/(ies) and knowledge; Learning and

	experience; challenges; Chapter summary
Chapter Four	Recommendation and Conclusion
	Introduction; recommendations to the department, faculty; implications to the organisation; limitation; chapter summary
References/Bibliography	Referencing should follow the APA style https://apastyle.apa.org/style-grammar-guidelines/references/examples
	<i>Journal</i> Author, A. A., & Author, B. B. (Year). <i>Title of article. Title of Journal, volume number (issue number), inclusive page numbers.</i>
	<i>Conference paper</i> Author, A., & Author, B. (Year, Month date). Title of session [Paper presentation]. In A. Editor, & B. Editor. <i>Title of Published Proceedings.</i> Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Publisher.
	<i>Book</i> Author, A. A., & Author, B. B. (Year). <i>Title of the book (ed.).</i> Location: Publisher.
	<i>Edited book</i> Author, A. A., & Author, B. B. (1995). Title of Unit or entry. In A. Editor, B. Editor, & C. Editor (Eds.), <i>Title of book (pp. xxx—xxx).</i> Location: Publisher.
General Text	<i>Type size and appearance</i> The preferred typescripts are Times New Roman 12; Paper size-A4; Margins- 2.54cm/1 inch
	<i>Headings</i> All the headings should be numbered consecutively throughout the document in one sequence, using Arabic numerals; design main headings and subheadings will depend on personal preference
	<i>Line and paragraph spacing</i> Pages may be printed on one or both sides. Line spacing should be set to 1.5.
	<i>Page numbering</i> The preliminary pages should be numbered in a single sequence (beginning with the title page) using lower-case roman numerals (i, ii, iii, iv...); The main text should be numbered in a single sequence (beginning with the first page of the main text and continuing through to the final page) using Arabic numerals (1, 2, 3, 4...).
	<i>Table and Figure</i> Tables and Figures should be numbered consecutively throughout the document in one sequence, using Arabic numerals preceded by the word 'Table' 'Figure'.
	<i>Length</i> Word length is a maximum of 7,000 including tables, references and appendices

Pro forma

Internship at XXXXXXXXXXXXXXXXXXXXXXX

FULL NAME

Reg. No.:

Index No.:

This internship report submitted to the Faculty of Management Studies and Commerce, University of Jaffna, Sri Lanka in partial fulfillment of the requirements of the Bachelor of Business Administration/Bachelor of Commerce Honours in XXX

Department of XXXXX
Faculty of Management Studies and Commerce
University of Jaffna, Sri Lanka
Month, Year

Letter of Declaration

I certify that this internship report does not incorporate without acknowledgement, any material previously submitted for a Degree or Diploma in any University, and to the best of my knowledge and belief it does not contain any material previously published or written by another person, except when due reference is made in the text.

Signature

Surname with initial

Date

Certification

This is to certify that Mr/Ms (Reg No) has submitted his/her internship report undertaken at(name of the organisation) to the Faculty of Management Studies and Commerce, University of Jaffna, Sri Lanka in partial fulfillment of the Degree requirements of the Bachelor of Business Administration Honours /Bachelor of Commerce Honours Degree in XXXX.

Supervisor:

Date:

Head of the Department:

Date:

Dean/Faculty of Management Studies and Commerce

Date: