



AMERICAN INTERNATIONAL UNIVERSITY- BANGLADESH (AIUB)

Welcome to Internship Clinic – Summer 2009 Semester

Organized by:

Office of Placement & Alumni (OPA)

Thursday, April 16, 2009

AIUB Auditorium

Eligibility for Internship:

- Students should go for Internship ONLY after completing all the subjects.
- However, students can go for Internship if they have **ONE** subject remaining, provided their CGPA is at least 3.00 & they have organized their own Internship placement.

What to Do:

- Submission of Résumés to OPA (4 Copies)
- Forwarding Letter (3 copies/student) from OPA at a time.
- Submission of the Organization's Acceptance Letter to OPA.
- Topic Selection for the Report from the Supervisor.
- Submission of Proposal to the Supervisor.
- Submission of Draft Report (Soft Form) to the Supervisor.
- Submission of Final Report to Office of Placement & Alumni (OPA)
 - BBA Interns = 2 Hard Copies (Book Binding) + 1 Soft Copy (CD) and
 - MBA Interns = 1 Hard Copy + 1 Soft Copy (CD)

Mandatory Requirements:

- Soft & Hard copy of Résumé with Recent Passport Size Photo-
Must attach in word file.
- Soft & Hard copy of Final Report
- Valid , professional sounding E-mail Address

Subject of the e-mail should be:

- **For Résumé :** “Résumé – Summer 09 : Student’s ID”
Otherwise your email may not be noticed

Some Important Dates:

- **Résumé** : 16th – 23rd April, 2009
- **Topic Selection** : 14th – 18th June, 2009
- **Proposal** : 22nd – 26th June, 2009
- **First Draft** : 25th – 30th July, 2009
- **Final Report** : 1st – 6th August, 2009

If necessary, dates may be changed by OPA
under notification to the students.

The Internship Proposal and Report Format:

- Font : Times New Roman
- Font Size : 12
- Title Font Size : 16
- Sub-Title Font Size : 14
- Margin : Left (1.25'') Top-Bottom-Right (1.00'')
- Spacing : 1.5
- Alignment : Justify

The Proposal should not be of more than 3 pages.

The Internship Report must be not less than 30 pages.

The Internship Report Proposal Format:

Each student will have to prepare a **Proposal** giving details of the proposed topic /study he/she wants to work on. The Proposal should not be of more than 3 pages. The main contents of the Proposal are given below:

1. 0 Brief Introduction of the Topic/Study

1.1 Title of the Study

1.2 Profile of the Organization or Business Establishment

1.3 Rationale of the Study

(Why are you proposing this study? What is the relevance of this to you as a student and in your future career? What contributions it can give to the Faculty of Business Administration or to the university as a whole? to the business sector?)

Contd.

The Internship Report Proposal Format:

2.0 Statement of the Problems

(Specific questions to be answered by the study.)

3.0 Scope and Delimitation of the Study

(This should describe the coverage and limits of the study in terms of the specific location, timeframe or duration, people or organizations involved, variables to be used/applied, sources of data and specific respondents)

4.0 Objectives of the Study

(These are the purpose or intent of the study which are expected to be achieved or attained at the end of the study.)

- i. Broad/General Objective (1 or 2 statements only)
- ii. Specific Objectives (should harmonize or consistent with the statement of the problems)

Contd.

The Internship Report Proposal Format:

5.0 Methodology of the Study

[This should describe the methods to be used in data collection, sources of data (primary or secondary), number and type of respondents (selection: total or sampling), use of questionnaire, if any, statistical application (frequency count, percentage, mean, correlation, t-test, time series, etc.), use of graphics, tables, etc.]

6.0 Schedule of Activities

The Internship Final Report Format:

The Internship Report must not be less than 30 pages (excluding the Appendices or Attachments). Based on the proposal submitted by the student; this report is presented as an in partial requirement for the degree (Bachelor in Business Administration). The preparation of the Final Report shall follow the format given below:

1.0 Cover Page (see the standard format)

2.0 Title Page (see the standard format)

3.0 Letter of Transmittal (this letter contains the information about the submission of the Final Report to the Faculty of Business Administration thru OPA)

4.0 Letter of Endorsements by the Supervisor

Contd.

The Internship Final Report Format:

5.0 Acknowledgment (Page no. in Roman Form; ex. I, II / i, ii)

(Expression of thanks to the people, to the company and others who have made invaluable contribution to the completion of this report.)

6.0 Executive Summary (Not more than 500 words)

(Page no. in Roman Form; ex. I, II / i, ii)

(This is the recap of the report or study highlighting the important and significant features of the study.)

7.0 Table of Contents

Contd.

The Internship Final Report Format:

8.0 Body of the Report

I- Part 1 of the Report:

Organization Overview or Profile of the Organization

II- Part 2 of the Report :

II.1 Introduction to the Report/Study

- Rationale of the Study (see proposal format)
- Statement of the Problems (see proposal format)
- Scope and Delimitation of the Study(see proposal format)
- Objectives of the Report/Study (see proposal format)

II.2 Methodology of the Study

(This should describe the methods used in data collection, sources of data (primary or secondary), number and type of respondents (selection: total or sampling), use of questionnaire, if any, statistical application (frequency count, percentage, mean, correlation, t-test, time series, etc.), use of graphics, tables, etc.

Contd.

The Internship Final Report Format:

II.3 Analysis and Interpretation of the Data

(On the basis of the data and information collected which are usually presented in tables, matrices and graphs, analysis and interpretation can be made. Some implications, explanations or justification should be made why this obtaining situation exist. The sequence of the analysis should be made based on the statement of the Problems or Objectives of the study. Some Issues and Problems can be an offshoot of the analysis and interpretation.)

II.4 Findings of Study

(Specific significant findings of the study after the analysis and interpretation of the Data have been made.)

Contd.

The Internship Final Report Format:

II.5 Suggestions

(These are your suggestions based on the findings of the study for improvement or sustainability of the organization, strengthening of the systems and procedures, possible revision of policies, and other relevant suggestions. All suggestions must be based on the study and not just personal perception, hypothetical or arbitrary)

II.6 Conclusion

(These are specific and direct answers to the questions in the statement of the problems or objectives of the study.)

9.0 Bibliography

10.0 Appendix

Some Important Points:

- Keep regular contact with Supervisor & OPA.
- Provide every update about your internship to OPA in due time.
- Check your e-mail account regularly.
- If you are posted outside Dhaka, contact through email or phone.
- **Must keep your cell phone active**
[That is provided in your CV and to OPA]

If you have any queries,
please contact:

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Any Questions



...THANK YOU...