

**UNIVERSITY OF THE PUNJAB**  
**Associate Degree in Commerce(Specialization in Accounting and Finance)**  
**Internship Format (ADC 444)**

1. **TITLE PAGE**
  - a) Title of the report
  - b) Presented to
    - i. Prof. ABC, Principal, Hailey College of Commerce
  - c) Presented by
    - i. Mr. XYZ, Roll. Number, Semester, Class, Session, Institution/department
  - a) Date
2. **LETTER OF TRANSMITTAL**
  - a) Training Completion Certificate
  - b) A letter addressed to the concerned teacher about the submission of the report
  - c) Mention the areas covered by the report
3. **ACKNOWLEDGMENT**
4. **TABLE OF CONTENTS**
5. **LIST OF ILLUSTRATIONS**
  - a) Figures, Charts, Tables
6. **EXECUTIVE SUMMARY**
  - a) One page summary of the report
7. **CORE REPORT TEXT**
  - a) Introduction/Historical overview
  - b) Mission statement/Objectives
  - c) Organizational Structure
  - d) Product Line and Product Mix of the Organization
  - e) Ratio Analysis (of 5 years in tabular form with bar charts)
  - f) Horizontal, Vertical and Common sense Analysis for 5 years and interpretation thereof
  - g) Analysis/Interpretation of Financial Ratios
  - h) SWOT Analysis (strength, weakness, opportunities, threats)
  - i) Conclusion
  - j) The report text may contain other topics as required.
8. **WORK DONE BY THE STUDENT**

**Reflective Journal Entries**

  - a) In reflective journal writing, student will reflect on all activities during each day of internship in that organization and then will enter in reflective journal on daily basis.
  - b) Entry for a single day should be very comprehensive and should include all important happenings of that particular day. A comprehensive journal not only includes information on assignments and tasks you are given, but also your impression of the organization and the staff at your internship.
  - c) In case of any leave or holiday students will also mention it in reflective journal along with reason for observing that leave.

**Tips for writing Reflective journal**

The following is a helpful formula for reflective journal writing.

## Formula D-I-E-P

D – Describe *objectively* what happened

- Answer the question, “What did you, see, read, hear etc.?”

I – Interpret the events

- Explain what you saw and heard;
- Your new insights;
- Your connections with other learning, your feelings etc.;
- Your hypotheses; your conclusions;
- Answer the question what might this mean?

E – Evaluate the effectiveness and efficiency of what was observed

- Make judgments clearly connected to observations made.

Evaluation answers the question, “What is your opinion about what you observed or experienced? Why?”

P – Plan how this information will be useful to you

- What are your recommendations? (Be concrete)

Consider: In what ways this learning experience will serve you in your future?

**Remember your Journal Entries, attempt to:**

- Analyze your own performance as a learner
- Evaluate your gains in understanding and completing tasks
- Verbalize how you feel about your learning
- Make connections with other experiences, ideas
- Demonstrate transfer of learning
- Integrate the concepts taught in courses

**9. WORK SAMPLES**

Compile at least 5 samples of your work during your internship. Some examples of work samples include: news stories, articles, interviews, spreadsheets, log sheets, correspondence, videos, CDs with audio or visual clips, photos, layouts, press releases, media lists, speeches etc. Each work sample should have a short description of your role in that work sample or how you used the sample.

**10. SKILLS ACQUIRED**

- Details of skills acquired during internship period

**11. GLOSSARY (Optional for this report)**

- Alphabetic list of terms with their definition

**12. APPENDIX**

- Any supplementary material
- Letter of Authorization
- Copy of all latest annual financial statements namely:
  - Balance Sheet
  - Income Statement/Profit & Loss Account
  - Cash Flow Statement

- Statement of Changes in Equity

### 13. BIBLIOGRAPHY

List of references (books, articles, journals, newspapers, websites given in the report

Example: Ghani, M.A (2009). Advanced Accounting(13 Ed.) PAK EMPERIAL BOOK DEPOT

### 14. INDEX(Optional for this report)

An alphabetical list of words and phrases used in the report along with page numbers

### 15. WRITING AND PRINTING

- Use Office Word
- Font Style: Arial
- Font Size: 12, 13
- Line Spacing 1.5
- Page A4
- Print on one side of paper
- Binding: Hard binding with black background
- Cover: Transparent in font, white in black
- Gutter: Extra ½ inch margin on left ( go to “PAGE SETUP” in Office Word)
- Heading and sub heading must not be underlined but may be kept bold
- No punctuation marks after heading/ sub-heading
- There should be no watermarks in the report.

#### Note

- Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, DO NOT skip any part as every part is included in evaluation criteria.
- Pages required for internship report (excluding work samples) are 120 to 200(except appendix and annexures).
- There is no specific range of pages required for work samples as it will vary from task to task. There should be harmony among the ideas that you describe in the Critical analysis, SWOT analysis, Conclusions and Recommendations. Furthermore there should be no unfinished thought(s) or ideas in the report.
- Internship must be in the concern department of various organizations where external and internal audit is conducted.
- Duration of the Internship is six months (5 days a week)
- Weightage of the Internship: six credit Hours
- HEC Islamabad plagiarism policy will also applicable for internship report. The University will ensure plagiarism detection test via HEC acceptable software.
- Internship Report should be submitted to the examination branch of University of the Punjab
- Candidate will be presented for the viva in front of the panel
- The panel will consist of
  - Principal Hailey College of Commerce or Nominated person
  - Faculty member of Hailey of Commerce
  - Principal of the college of the student presenting the internship report
  - Report In-charge of the student
- Total marks of the internship report and viva are 100.
- Passing marks of the report and viva are 40
- Student will re-appear in next year if he fails to submit internship report on due date or fails to obtain 40% marks in viva & report

- If the student belongs to city other than the Lahore, viva will be conducted in any of the affiliated college of University of the Punjab other than Lahore.
- If the student belongs to a college residing in Lahore, the viva will be taken in Hailey College of Commerce, University of the Punjab, Lahore.
- All arrangement regarding the viva is the responsibility of the examination department of University of the Punjab