

**AMERICAN INTERNATIONAL UNIVERSITY–BANGLADESH (AIUB)**

**FACULTY OF SCIENCE & TECHNOLOGY**

**INTERNSHIP AFFILIATIONREPORT ON**

***Title of the Report***

An Internship Report Presented to the

OFFICE OF PLACEMENT and

DEPARTMENT OF COMPUTER SCIENCE

In Partial Fulfillment of the Requirements for the Degree

***Name of the Program***

**Supervised By**

**AIUB SUPERVISOR’S NAME & rank**

**Submitted By**

**Student’s Name, ID**

Semester

Date of Submission: **month day, year**

# LETTER OF SUBMITTAL

The letter of submittal must follow the format of a standard business letter starting with the *title* of your report. The objectives of the letter are:

* to say that the report is being submitted,
* to mention/acknowledge the entities (Supervisor, Employer, Working departments, etc.) involved in the internship process,
* to summarize the key aspects (activities, acquired knowledge, challenges, etc.) of the report of particular interest to the recipient.

End you letter with your name, ID, Program, Date and sign above your name.

**LETTER OF ENDORSEMENT**

The Internship Affiliation Report entitled “*Your Report Title*”, has been submitted to the Office of Placement and Department of Computer Science in partial fulfillment of the requirements for the degree of **Program name** by **student’s name & ID**. This report is presented to the Internship Defense Committee for evaluation and has been accepted.

(*Any opinions, suggestions made in this report are entirely that of the author of the report. The University does not condone nor reject any of these opinions or suggestions.*)

|  |  |  |
| --- | --- | --- |
|  | Organization Supervisor’s Name*Internship Supervisor* (industry)Rank & Position |  |
| University Supervisor’s Name*Internship Supervisor* (academic)Rank & Position |  | Name of the ExternalRank & Position*Faculty of Science & Technology* |
|  |  |  |
|  | Name of the DirectorRank & Position*Faculty of Science & Technology*  |  |

**ACKNOWLEDGEMENT**

# (*Sample*)

First of all I would like to thank almighty Allah, for his grace in accomplishing my internship report timely.

I would like to express my gratitude to the **Faculty of Science & Technology** to keep internship credit in the curriculum of the graduation program and give me a scope of tasting the flavor of industry oriented tasks and the field of work with my interest. I am also grateful to the **Faculty of Science & Technology & Office of Placement & Alumni**, AIUB to arrange an opportunity for choosing an own interested organization and complete internship there.

I am also thankful to my organization supervisor **Humayun Kayesh Shamol**, System Analyst, Software Design & Development team, *comfosys Limited* from the core of my heart for his kind support, guidance, constructive, supervision, instructions and advice and for motivating me to do my internship smoothly at *comfosys*.

I feel proud and gratified that I was always held the under supervision of the Software Design & Development team and got advices directly from **Md. Iftekhar Alam Efat,** CTO, *comfosys Limited*. Here, with daily reporting along with mental and professional support enhances my experience in the internship life.

I am also indebted to the employees of NOC team specially **Mohammad Ibrahim**, Tech Lead, *comfosys Limited* who gave me immense support while working on client-end and also in technical issues. Moreover, to prepare this report and other documentation regarding Internship Report and else I would show appreciation to all the members of Software Design & Development team, who always advised me and helped me through hands and pens.

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1. **INTRODUCTION**

**Content of this chapter must not exceed more than 2 pages.**

* 1. Rationale (*Why are you interested to undertake this report? What is the importance of this report?*)
	2. Background (*Description of the Organization/Company- not more than 5 pages*)
	3. Objectives (*What are your objectives/purposes you intend to attain or achieve in this report? Ex. To describe the various practices of the company in dealing with the clients; to find out how issues and problems are resolved using technologies; etc.*)
1. **ACTIVITIES**

Narrative discussion of the activities undertaken in relation to the report. These activities can be focused on the assigned task by the organization or any interest about the whole organization.

* 1. Work-Related (*Your work load/description, time maintenance, travel, etc.*)
	2. Organization-wide (*Your working department, how your work load/department activities effects from the department to the organization as whole?*)
	3. Other relevant activities (*other than your work load - Communications, support, contacts, customer care, etc.*)
1. **CONSTRAINTS/CHALLENGES**

Issues and Problems encountered and identified during the internship affiliation with the organization/company.

* 1. Identified/Observed in the Organization (*working environment, operational procedures, trainings, etc.*)
	2. Academic Preparation (*Mismatch between assigned tasks and other operational functions of the organization with your academic preparation. Relevance of the academic preparation to the present assignment and future job requirements of the organization*)
	3. Personal/Professional Skills (*skills required, lacking, insufficient*)
1. **ACQUIRED KNOWLEDGE**

These are the valuable lessons/knowledge/skills/behavior/practices you have learned or acquired from your internship.

* 1. Consequences to Organization
	2. Implications to University’s Internship Program
	3. Effects on Personal/Professional Skills
1. **CONCLUDING STATEMENTS**
	1. Summary (*any comment heremust be supported by the materials described in the report. No details, only brief.*)
	2. Recommendations/Suggestions for Future Strategic Actions (*specific suggestions. May be speculative , but most should follow logically from the summery/the report*)
		1. Organization
		2. University
		3. Personal/Professional

**RECOMMENDATION LETTER**(*A recommendation letter on the letter head of the organization from your organization supervisor*)

**REFERENCES**(*references of any materials used/cited in the report from different sources*)

**APPENDICES**

(*The appendix should contain any information that substantiates the report but that is not required for a convincing understanding of your work. The appendix may contain bulky data such as lengthy tables, computer print-outs, descriptions of processes or operations, specialized terms, mathematical symbols, technical jargon, maps, and so on*.)

(*Including a 2-page CV*)

(*The following part is only to be followed in preparing the report*)

**Instructions**

* **FRONT& BACK COVER**:
	+ Spiral bind.
	+ Cover color is **Blue**.
* The **font** is ‘**Times new Roman**’,
* The **font size** of all the **titles** are **16 down to 12**, 16 being the main title, 14 **subtitle**, and so on.
* The **font size** of all the **text** must be **11** andall text should be **justified**.
* From the **Paragraph**🡪**Indents & Spacing tab**.
	+ **Line spacing**🡪**1.5 lines**.
	+ **Spacing🡪Before** and **After** both will be **6 pt**.
	+ Check **√**the box ‘**Don’t add space between paragraphs of the same style**’.
* Every chapter must start at a **new page**.
* All the gaps between the paragraphs, titles, etc. should be same.
* All figures and tables must be indexed.
* The Report should not be less than **25 pages** excluding the *Appendices*.
* **3 copies** of the final Internship Report – one for yourself, one for the organization you worked in, and one for the supervisor/department.
* Make sure you have **signed** in the *Letter of Submittal* page.
* Also **get signature** from both the supervisors – university & organization on the *Letter of Endorsement* page.