

Internship Report Preparation JMC

Report writing & Presentation



PREPARED BY

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Before the report begins

- **Preface**

- What is this report about? (10 -15 sentences)

- **Declaration**

- From both the official/industrial and academic supervisor

- **Report submission and Application**

- To

The Academic Supervisor

Subject: Submission of Internship Report

Before the report begins (Cont.)

- **Letter of Approval**

- From the official/Industrial Supervisor
- Successful Completion of Internship

- **Acknowledgement**

- Expression of gratitude/thanks to persons who helped you during the internship process

- **Table of Contents**

- List of chapters, headlines and page numbers serially from the introduction to the annex.

Chapter 01: Introduction

- **Background of the organization**

- About the organization
- Organogram
- Recognition/affiliation (If Any)

- **What is Internship**

- **Background of your internship**

- Reason you are doing internship in this organization



Chapter 01: Introduction (Cont.)

- **About your supervisor**

- Profile of the Official supervisor of your internship program

- **Duration of the Internship Program**

Chapter 02: Activities During Internship (Methodology)

- **Daily/Weekly Diary**
 - From Day one to the end.
- **Reports Prepared/Jobs Done/ Areas Covered/ Work Specifications.**
 - Connection between works and academic learning.

Chapter 03: Learning Experience/s (Analysis)

- **Knowledge gathering/ Sharing/ Learning**
- **Tools and Technologies Used**
- **Any special experience/ Knowledge/ Information/
Places Visited**

Chapter 04: Evaluation (Discussion)

- **Difference or similarities between academic and practical work.**
- **What was your expectation and what was your experience .**
- **Skills developed during internship program.**
- **How this opportunity will help in your future career.**

Chapter 05: Conclusion

- **SWOT Analysis of the organization**
 - Strength, Weakness, Opportunities, Threats
- **Recommendation**
 - About your program & the organization
- **Conclusion**

Important !!!

- **Appendices (optional)**

- Please attach your work related attachments here. Ex: news reports, Press releases, screenshots of audio-visual works.

- **References (APA Style)**

- Structure: Last Name, First Name, Middle Name. (Year Published) Book. City, State: Publisher.
- Examples: James, H. (1937). The ambassadors...

Page Numbering

- Preliminary Page (Before introduction) Page/s must be in lower case Roman Numerals: e.g. – i, ii, iii...
- All Pages of the main body must be numbered in Arabic Numerals e.g., 1, 2, 3...
- All Pages have to be arranged according to the TABLE OF CONTENTS
- “©Daffodil International University” Should be in the in the footer.



THANK YOU