

ECONOMICS DEPARTMENT
SUMMER INTERNSHIP REPORT GUIDELINES

1. GENERAL FORMAT REQUIREMENTS

The internship report should be **12–15 pages**, excluding cover page, table of contents, references, and appendices.

Formatting requirements:

- Font: Times New Roman, 12 pt
- Line spacing: 1.5
- Margins: 2.5 cm
- Numbered section headings required
- Table of Contents required
- Paragraphs must not exceed 8–10 lines
- Formal academic writing mandatory
- Report must be free of grammar and spelling errors

2. STRUCTURE OF THE REPORT

2.1 Introduction (Approx. 1 page)

This section should explain:

- The objective of the internship
- The scope of the report
- Why the institution matters economically

The introduction must be analytical rather than narrative.

2.2 Institutional Position in the Market / Sector

Students must explain:

- Size of the institution (number of employees, scale of operations)
- Main products or services
- Target market
- Competitors
- Whether it operates in a competitive, regulated, or monopolistic market
- Its relative market position (leader, mid-level player, niche institution)
- Sector trends affecting the institution

The purpose is to demonstrate understanding of the institution's economic environment.

2.3 Description of the Department and Its Functions

This section should describe:

- The department where the student worked
- Key responsibilities
- Contribution to institutional objectives
- Task and employee structure
- Daily workflow

Students may also explain whether performance is evaluated and how targets are monitored.

2.4 Internship Duties and Responsibilities

Students must clearly describe:

- Tasks performed
- How each task was completed
- Skills required
- Analytical or technical tools used

Each task should be written in a short, structured paragraph.

2.5 Assessment of the Internship Experience (Core Section)

This is the most important part of the report.

Students should critically evaluate:

- Operational problems
- Coordination issues
- Workflow inefficiencies
- Communication or managerial weaknesses
- Structural or organizational challenges

Students must also:

- Identify strengths and weaknesses
- Provide constructive suggestions
- Base evaluation on reasoning, not opinion

2.6 Personal and Professional Development

Students must explain:

- Skills gained
- New knowledge acquired

- Relevance to their academic background
- Influence on career plans

Reflection must be concise and structured.

2.7 Conclusion

Summarize:

- Main findings
- Evaluation of institution
- Main takeaways from the internship

No new information should be added here.

3. REFERENCES

If institutional data or external sources are used, they must be properly cited.

- APA style preferred
- Wikipedia and informal sources are not acceptable

4. GRADING RUBRIC (TOTAL 100 POINTS)

Structure & Formatting – 15%

Headings, numbering, paragraph discipline, TOC quality.

Institutional & Market Analysis – 20%

Market position, competitors, sector dynamics.

Department Description & Duties – 20%

Clarity, organization, understanding of workflow.

Critical Assessment – 25%

Identification of problems, analytical reasoning, suggestions.

Reflection & Professional Development – 10%

Insight, academic linkage.

Language & Academic Writing – 10%

Grammar, clarity, tone.