

International Islamic University Chittagong
Department of Business Administration
Guidelines for Preparing Dissertation/Internship/OCP Report
Program: BBA

Internship Report contents:

1. **Title page:** (sample – 1)
2. **First page:** (sample – 2)
3. **Letter of Submission to the Head of the Department.**
4. **Internship Certificate:** Provided by the chief of the internship institution
5. **Acknowledgements:** 1 page
6. **Executive summary / Abstract:** 2 pages
A paragraph each on
 - a. The company
 - b. The problem or opportunity
 - c. Methodology
 - d. Key Parts of the report & your findings and solutions provided in the report.
 - e. Benefits to the company / institution through your report.
7. **Table of Contents**
8. **Background of the Study**
 - a. **Introduction:** 1 page
 - b. **Objectives:** 1 page
 - c. **Methodology:** 1 page
If research based: 3-4 pages
Research Description:
 - a. Type of Research
 - b. Sample Design
The population:
Sampling Unit:
Sample Size:
Sampling Method:
 - c. Survey Method
 - d. Questionnaire Design
 - e. Data Analysis & Interpretation
 - f. Report Writing & Presentation
 - d. **Scope:** Areas and issues covered during internship- 1 paragraph
 - e. **Limitation:** 1 paragraph

9. Main report part:

- a. Company & Product information
- b. Company competitive situation
- c. Analysis of findings according to the topic: Provide Graphical presentation where needed. Instead of tables try to provide Graphs. Graphs should be neat and clean with proper *title & description of axes and variables*.

10. Summary of Findings: 1 page (according to your objectives)

11. Recommendations: At least 2 pages. Your recommendations must highlight your findings from the primary research / analysis.

12. Conclusion: 1 page

13. Future Research: (for dissertation)

14. Referencing: Use proper referencing of books, magazines, articles, website, etc. The following sequence should be maintained for referencing:

For Book: i. Author(s) (last part of name will appear first), **ii. *Title of Book*** (use italic font) **iii. Address and name of Publisher & Date of Publication** **iv. Page(s)**

e.g.

Ross, S.A., Westerfield, R.W., and Jordon, B.D., “Fundamentals of Corporate Finance”, Sixth Edition, 2002, p: 525-540.

For Article: i. Author(s), ii. Title of Article **iii. Name of the Journal** (use italic font) **iv. Volume & Number** **v. Date of Publication** **iv. Page(s)**

e.g.

Allen, F. and Faulhaber, G., “Signaling by underpricing in the IPO Market,” Journal of Financial Economies, Vol: 23, 1989, pp: 303-323

For Internet:

Source: Gregory Katz, “British Grocer Tesco Tries to Succeed Where Others Have Failed,” *Dallas Morning News*, August 2, 2001, www.dallasnews.com.

15. Appendix: Include questionnaires (if any), background data or info, promotional materials, etc.

Check Further:

- Typical report length: 40-70 pages
- Do not use fancy fonts. Use Font (preferably Arial, Times New Roman) 12, 1.5 line spacing. Page margin: top, bottom & Right 1" Left margin 1.5"
- In the report section provide chapter number and chapter heading with the highest font size of 20 (e.g. Chapter – 1; Company Status).
- Use numbering in chapter sub heading with the highest font size of 18 (e.g.1.1) and Sub-sub heading (e.g.1.1.1) with the highest font size of 16
- Show a draft hard copy of your report to your supervisor
- Check Spelling and Grammar
- Submit the final report signed by your supervisor and company / institution to the coordinator
- Use referencing where required.

Sample – 1: Cover Page

Principles and Practices of Foreign Exchange Business – A Study On Islamic Bank BD Ltd. Agrabad Branch, Chittagong

(THIS INTERNSHIP / DISSERTATION / OCP REPORT IS SUBMITTED FOR THE PARTIAL FULFILMENT OF THE
DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION WITH A MAJOR IN FINANCE / MARKETING / HRM)

Prepared by:

Name:

Matric No.: B000000

Program: BBA

Semester: Autumn 2011

Internship Duration:

Date of Submission:



**Department of Business Administration
Faculty of Business Studies
International Islamic University Chittagong**

Sample – 2: First Page

Principles and Practices of Foreign Exchange Business – A Study On Islamic Bank BD Ltd. Agrabad Branch, Chittagong

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Prepared by:

Name:

Matric No.: B000000

Program: BBA

Semester: Autumn 2011

Supervised By:

Name: _____

Designation: _____

Internship Duration:

Date of Submission:

Signature of Supervisor



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