

Corporate/Research Internship Policy

Objective:

Corporate/Research Internship provides an opportunity to the IBA students to gain practical hands-on experience in the corporate world. An internship provides a variety of benefits for graduating apprentices who want to broaden their chances for landing a job and jump-starting their careers. The main objective of inculcating this internship into the curriculum is to provide senior students the much required corporate exposure to apply and reflect on their academic learning vis-à-vis let them prepare for the corporate world before entering into the market.

Eligibility

Undergraduate Program Students:

Only those students who have completed 100 credit hours (junior year) of undergraduate program curriculum. In other words, corporate internships can be carried out after completing third year of studies (i.e. after 6 semesters) by an undergraduate student. However, students from the spring intake batch can be provided with a special provision to carry out their corporate internships during the subsequent summer after their fifth semester studies i.e. by the end of spring semester every year.

Graduate Program Students

Students who have completed at least 30 credit hours/first year of MBA (Morning) and MS-Journalism programs are eligible. Corporate internship is mandatory for only those MBA students, who have a non-BBA or non-business academic background. However, all students are encouraged to pursue internships during their summer breaks to keep themselves in tact with the industry and corporate world.

Those undergrad students who have not yet completed the required number of semesters/credit hours of study at the IBA, can still carry out a corporate internship for their professional grooming; however, it will NOT be counted as their mandatory corporate internship.

Duration of Internship

The corporate/research internship is supposed to be 6-8 weeks long, which gives students an opportunity to engage in an extended, uninterrupted research project with a professional organization.

Selection of Organizations

Students approaching organizations (that are mostly unheard of) on their own are required to seek CDC's approval before undertaking their internships. They should email us the following information for the endorsement purpose at cdc@iba.edu.pk:

- a. Name of the targeted/selected company for Internship;
- b. Official Website and Postal Address
- c. Project/Assignment description;
- d. Supervisor(s) Name, designation, contact number and email address;
- e. Project initiation date and expected ending date.

Important Notes for Students

- As a condition for successful graduation, each student must complete 6 to 8-week uninterrupted internship in an organization.
- The entire period of assignment must be spent in one organization rather than divided amongst various companies.
- Students who undertake their internships during the summer break have to complete minimum 6 weeks' duration as per the working schedule of the organization, while students pursuing their internships during

the regular semester i.e. Fall/Spring should at least provide 120 hours to the organization in order to complete the requirement.

Procedure for Corporate/Research Internship Placement

STAGE 1: Contact Process:

1. As a first step, the CDC approaches various organizations informing them about the Corporate/Research Internship details and requesting for internship opportunities that they might have for the IBA students. This helps the CDC to identify work areas and numbers of students to be allocated for the purpose;
2. Information regarding the Corporate/Research internship is floated through the [IBA Job Portal](#) and the [CDC Facebook group](#) for students' convenience.
3. Students are encouraged to mobilize their personal references/contacts and approach companies directly for finding out internship opportunities.

STAGE 2: Selection / Acceptance

4. Students must ensure that the organizations they are approaching on their own are registered.
5. For credibility and authentication, organizations generally ask students to submit a recommendation letter from the institute. Eligible students are required to request an internship recommendation letter by an online application system which is available on your [Student Facilitation System \(SFS\)](#) and is synchronized with your ERP. You can request for either a general or customized recommendation letter for internship. Please note that it can take up to 48 hours to receive the recommendation letter on your SFS dashboard. Following is the direct Link to the Students Facilitation System Online Recommendation Application System: <https://webapps.iba.edu.pk/sfs/home/login>

If any organization/company name is not present in the list, kindly email us at cdc@iba.edu.pk

CDC will not process recommendation letters of students who are ineligible for a corporate/research internship (refer to the eligibility criteria). However, students can obtain a Bonafide certificate/letter in place of recommendation letter from their respective program office.

STAGE 3: Completion of Internship period

6. Once the internship period ends, students must submit the following documents on <https://webapps.iba.edu.pk/sfs/> within two weeks of their completion of internship:

1. Internship Certificate
2. [Internship Appraisal form](#) (filed by your mentor/supervisor)
3. Internship Report*

* There is no established format for the report, but generally the report should contain the following points:

- a. Acknowledgement;
- b. Table of contents;
- c. Introduction of the project;
- d. Organization profile and overview;
- e. Elaboration of the processes, tasks, strategies, etc. related to the organization and/or the project;
- f. Major responsibilities and tasks performed during the project;
- g. Learning outcomes, observations and Recommendations;
- h. Ending remarks.

Following is the direct Link to the SFS applications: <https://webapps.iba.edu.pk/sfs/>. Use your ERP credentials to enter into the system. Most of the organizations/companies have already been added in the application however, if you still find that any organization/company name is not present in the list, kindly email us at cdc@iba.edu.pk

Note:

- Students can open the sealed 'Evaluation Form' to scan and submit it online in a PDF format
- Please submit all documents in PDF format