

### **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 is to provide students corporate exposure to apply and reflect on their academic learning vis-à-vis let them prepare for the corporate world.

BS-SSLA students must either look out for a research-based internship or tie a research component into their internship assignments.

### **Eligibility**

Students who have completed a minimum of four semesters in their respective undergraduate programs are eligible for internship. In other words, corporate internships can be carried out after completing second year of studies by an undergraduate student (applicable from Fall 2025 Intake). However, students from the previous batches must fulfil internship requirement as provided in their respective program announcement (that is after their 5th semester or third/Junior year).

For MBA program, there is no internship requirement from Fall 2025 Intake. However for previous intakes, all non-business background students are required to complete corporate internship. Students who have completed at least 30 credit hours or the first year of the MBA (Morning) program undertake an internship. Nevertheless students are encouraged to pursue internships during their summer breaks to keep themselves intact with the industry and corporate world.

Students enrolled in the MS Journalism program will be required to complete internships as per their program requirements at a media house or publication of their choice after completing their Semester 4 coursework. MS General Psychology students are required to undertake three internships in accordance with their program requirements (please see note A).

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. Social and Corporate internships shall not be allowed to be done simultaneously.

Both social and corporate/research Internship requirement must be completed before start of 7th semester. Enrolment in the final year, will be subject to completion of internship requirement at the designated portal.

### **Duration of Internship**

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

### **Selection of Organizations**

Students approaching organizations (that are unheard of or new start-ups) 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](mailto: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.

### **Procedure for Corporate/Research Internship Placement**

- a. Students are requested to follow, information regarding the Corporate/Research internships is floated through the IBA Job Portal and the CDC email and social media announcements.
- b. Students are encouraged to mobilize their personal references/contacts and approach companies directly for finding out internship opportunities.
- c. Students must ensure that the organizations they are approaching on their own are registered and have verified operations.
- d. Students may also request for a recommendation letter from the institute to apply for internship opportunities. 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 UMS credentials. 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://ibaapps.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](mailto: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.

- e. Once the internship period ends, students must submit the following documents within two weeks of their completion of internship:
  - Internship Certificate
  - Internship Appraisal form (filed by your mentor/supervisor)
  - Internship Report (to be written by student)

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

- i. Acknowledgement;
  - ii. Table of contents;
  - iii. Introduction of the project;
  - iv. Organization profile and overview;
  - v. Elaboration of the processes, tasks, strategies, etc. related to the organization and/or the project;
  - vi. Major responsibilities and tasks performed during the project;
  - vii. Learning outcomes, observations and Recommendations;
  - viii. Ending remarks/Conclusion.
- f. Following is the direct Link to the SFS applications:

<https://ibaapps.iba.edu.pk/sfs/>.

Use your ERP credentials to log in. 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](mailto:cdc@iba.edu.pk)

- g. Student evaluation /appraisal form is available at our website. Students are required to get the form filled by their respective assigned supervisor, signed and stamped by HR. scanned documents to be uploaded at the SFS portal for review.

The CDC reserves the right to contact the supervisor for verification purposes. Therefore, kindly provide the supervisor's official institutional or organizational email address, as Gmail or other personal email accounts will not be accepted

- h. Please submit all documents in PDF format.

### **Note A – Internship requirements for MS General Psychology**

In accordance with the HEC guidelines, students have to complete following requirements

- i. *Total Internships Required:* Three (03)
- ii. *Duration of Each Internship:* 96 hours
- iii. *Total Internship Hours:* 288 hours
- iv. *Timeline:*
  - Internship I: Semester 2 (Spring, Year 1)
  - Internship II: Summer following Year 1 or Semester 3 (Fall, Year 2)
  - Internship III: Semester 4 or Summer following Year 2
- v. *Eligible Domains:*
  - Child and Adolescent Psychology
  - Educational Psychology

- Forensic and Criminal Psychology
- Organizational / Industrial Psychology
- Healthcare Sector
- Social Sector / Community Organization

vi. *Documentation for review:*

- Internship completion letter with required number of hours and activity log sheet duly signed and stamped by the supervisor
- Internship completion report
- Supervisor Evaluation/Appraisal from (available at website) endorsed by Faculty coordinator.