



INTERNSHIP PROGRAM



**Faculty of Humanities and Social Sciences
University of Sri Jayewardenepura**

INTERNSHIP REPORT FOR ENTREPRENEURIAL ACTIVITIES

The entrepreneurial activity based internship program provides an opportunity for students to learn and have firsthand experience on their own entrepreneurial ventures. The program exposes students to entrepreneurs as well as acquaints them with the challenges and rewards of entrepreneurship, which could lead to employment opportunities for the interns or boost confidence to start their own business. This experience will expose the intern to small business operations and will help to prepare the student as a next generation business leader, innovator and entrepreneur. Students who are involved in entrepreneurial activities also have to submit a final report comprising the following.

FORMAT OF THE REPORT

COVER PAGE

Student's profile:

TABLE OF CONTENTS

INTRODUCTION OR PURPOSE STATEMENT FOR INTERNSHIP

Why you sought this learning experience

DESCRIPTIVE AND REFLECTIVE SELF-ASSESSMENT

Business Environment

- The location/company where the business was carried out
- Business model / the way that you started/joined the business
- Regulatory and legal compliance
- Operations and maintenance
- Human resource development and management
- Finance and budgeting
- Marketing and advocacy
- Specific tasks/sales performed within the business and/or in the field
- Risk and safety management
- Quality management

Professional Development

- Skills applied during the experience
- Previous coursework and/or professional experience utilized during the experience
- Self-assessment of performance and overall contributions made to the business
- An analysis that shows whether the business experience helped to illuminate or alter career goals
- Lessons learned
- Level of satisfaction of the student about the experience

CONCLUSIONS

Text Format: Times New Roman 12 or similar, with 1.5 line spacing. Margins 1.5" left and 1" all other side.

Binding & report length: Spiral binding & report length of minimum 25 pages with one side printing.

Note: Internship report should be submitted within 15 days after completing the internship period to your department. Late submissions will not be accepted.