



Independent University, Bangladesh

School of Business

Rules for the Internship (BBA 499/BBA 499 A)

1. Only the students who have completed all required course work (approximately 114 credit hours according to 99 catalogue or 122 credit hours according to 2001, 2003 and 2005 catalogues) are eligible to apply for the Internship.
2. Every intern must pay the applicable fees and register at the beginning of the semester as soon as their placement is confirmed, failing which he/ she will be dropped from the Internship programme without notice. Interns are required to show the receipt of such payment to the BBA Prog. Manager, School of Business for verification purpose.
3. All interns **must attend** a workshop at the beginning of the Internship programme. The date for the workshop will be notified in advance to the interns.
4. Every intern must submit their acceptance letter (Letter from the respective organization) to the School of Business before the Internship starts.
5. Interns must contact their assigned “ Internship Supervisor “ within one week of such assigned , and thereafter will meet their respective supervisor as per schedule agreed between the supervisor and the student failing which they will be dropped from the Internship programme.
6. Following types of report will be allowed:
 - a. **Exploratory** (employing FG, Depth interview techniques, 30-35pg)
 - b. **Descriptive** (employing descriptive statistics, 30-35pg)
 - c. **Descriptive** (employing inferential statistics, 30-35 pg)
 - d. **Action research (15-20 pages)**
 - e. **Working Report (12 – 15 pages)**
7. There will be no discrimination on the nature of the study, given that it has been conducted properly.
8. All evidences of the study have to be produced to the supervisor (Completed questionnaires, Soft copy of data, Syntax of analysis etc.)
09. The topic should be related to the major/minor of the respective student.
 - a) The topic has to be decided after consulting the supervisor/manager at the company.
 - b) If the company supervisor decides a topic which is not related to intern’s major/minor; in such a case the intern needs to produce two separate reports; one for the university (based on major/minor) and the other for the company.
10. It is the responsibility of the supervisor to check that the study is an indisputable one.

11. **Within one week of attending the workshop**, interns must submit a ‘proposal’ for their study to their respective supervisor. Interns will carry out their study only after their respective supervisors approve their proposal. The proposal should serve as a guide for both the intern and the supervisor to carry out and monitor the progress of the study respectively.

12. Student must submit both the draft & final copies (along with the CD; final copy must have student’s signature) to the BBA Programme Office within the given date.

13. If the intern misses the deadline for submitting the draft/final copy, there will be **5 marks** deduction for the draft and **5 marks** for the final copy.

14. It is the **Interns’ responsibility** to check whether the school has received the Evaluation **Form** or not.

15. If a student **fails in viva and presentation**, then he will **get an ‘F’ grade**, irrespective of his or her performance in the report writing part.

16. A student receiving an ‘F’ grade may be advised by the viva board to **rewrite the paper and appear in the viva again**. Recommendation on the extent of rewriting will be settled by the supervisor. The maximum time allowed for rewriting will be not more than one month

17. Report held for **plagiarism** will be referred to the disciplinary committee for action.

It is the responsibility of the interns to find out information, deadlines, rules etc. set forth by the School of Business.

18. A) The break down of marks for Internship B) The grading scale is as will be as follows: follows:

- Workshop performance----- 5%
- Company Evaluation -----10%
- Oral Presentation -----25%
(15 minutes time limit)
- Report -----30%
- Viva -----25%
- Weekly contact with supervisor-----05%

90 – 100	A
85-89	A-
80 – 84	B+
75-79	B
70-74	B-
65- 69	C+
60 – 64	C
55 – 59	C-
50 – 54	D+
45- 49	D