

Manual for BS English Internship

Code No: 5009

For students enrolled in
BS English 4.0 years, 2.5 years and 2.0 years
programs



Department of English
Allama Iqbal Open University
Islamabad

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1. INTRODUCTION

After the successful completion of the compulsory coursework of the BS English program students of the Department of English, Allama Iqbal Open University, Islamabad, are required to undertake an internship training program for a prescribed period of six weeks. The internship is an integral component of the degree requirements and aims to provide students with practical exposure to professional environments where English language skills are applied in real-life contexts.

The internship enables students to bridge the gap between theory and practice by applying their academic knowledge of English language, linguistics, literature, communication, and writing skills in professional settings. Through this experience, students develop an understanding of workplace demands, professional ethics, institutional functioning, and the practical relevance of English studies in diverse sectors.

The internship may be undertaken in public or private sector organizations, educational institutions, media organizations, publishing houses, NGOs, corporate communication units, research organizations, or any other relevant workplace where English language skills are meaningfully utilized.

Upon completion of the internship, students are required to upload a comprehensive internship report on LMS. The report should reflect the student's learning experience, professional engagement, analytical ability, and capacity to relate theoretical concepts to practical work. In case the report does not meet the prescribed academic standards and format, the student will be required to revise and resubmit it in accordance with the comments of the faculty supervisor.

1.1 OBJECTIVES OF THE INTERNSHIP

The internship program for BS English students is designed to achieve the following objectives:

- To provide students with hands-on professional experience in fields relevant to English language and applied linguistics
- To enable students to apply theoretical knowledge of language, linguistics, literature, and communication in practical contexts
- To enhance students' written and oral communication skills in professional environments
- To develop critical thinking, analytical, and reflective skills through structured workplace engagement
- To familiarize students with organizational structures, professional ethics, and workplace culture
- To improve students' academic and professional report writing skills

- To prepare students for future employment opportunities by developing transferable and market-relevant skills

1.2 NATURE OF THE INTERNSHIP

The internship is a structured academic activity that requires students to work in an organization for a specified period under the supervision of professionals. During the internship, students are expected to actively participate in assigned tasks, observe professional practices, and maintain a systematic record of their activities.

The internship is not merely observational in nature; rather, students are encouraged to engage meaningfully with assigned responsibilities, demonstrate professional conduct, and critically analyze their learning experiences. The internship also serves as a foundation for developing professional competence and applied skills in the field of English language and applied linguistics.

1.3 SELECTION OF AN ORGANIZATION FOR INTERNSHIP

A student is advised to select an organization for the internship that is relevant to the field of English Language and Applied Linguistics. The selected organization should provide adequate opportunities for the student to apply and enhance English language skills, including reading, writing, speaking, communication, editing, teaching, or language-related research.

Students may choose organizations from the public or private sector, depending on the nature of work and availability of learning opportunities. The primary consideration in selecting an organization should be its relevance to the academic discipline and its potential to contribute meaningfully to the student's professional development.

BS English students may complete their internship in, but are not limited to, the following types of organizations:

1. Educational institutions such as schools, colleges, universities, and language institutes
2. Publishing houses, printing presses, and editorial offices
3. Newspapers, magazines, radio stations, television channels, and digital media platforms
4. Research organizations, think tanks, and academic or policy research centers
5. Non-governmental organizations (NGOs) and development sector organizations
6. Corporate offices, multinational companies, and corporate communication units
7. Government departments and public sector organizations
8. Content writing firms, advertising agencies, and digital marketing companies

9. Translation and interpretation services
10. Call centers and customer support services where English communication is required
11. E-learning platforms and educational technology organizations

Note: The above list is not exhaustive and is provided only to guide students in selecting a suitable organization for internship.

The responsibility for identifying and approaching a suitable organization for the internship lies with the student. Once an organization has been selected, students shall complete the prescribed internship proforma, provided at the end of this manual, and directly join the organization to commence their internship. No official internship letter or prior approval is required from the Department of English, Allama Iqbal Open University, Islamabad to begin the internship. Upon successful completion of the internship, students are required to submit an internship completion certificate along with a comprehensive internship report, both duly signed and verified by the head of the organization or a duly authorized representative under whose supervision the internee has worked.

Students are advised to select an organization that offers structured learning opportunities, professional supervision, and meaningful engagement with language-related tasks. The selection of an appropriate organization is crucial, as the quality of internship experience directly affects the quality of learning and the internship report.

1.4 WORKING IN AN ORGANIZATION AS AN INTERNEE

An internee will spend the prescribed period of internship in the selected organization under the supervision of the relevant authorities. The organization will provide support to the student as a matter of professional courtesy. The internee should acknowledge that the staff members of the organization extend their cooperation in addition to their routine responsibilities.

During the internship, the student is expected to demonstrate professional behavior, discipline, punctuality, and ethical conduct. The internee should make sincere efforts to utilize this opportunity in the best possible manner by learning from the professional environment and developing effective interpersonal and communication skills.

An internee should avoid interfering in the regular work of the staff or finding faults with the functioning of the organization. The primary role of the internee is to observe, learn, and participate responsibly in assigned tasks without causing disruption. Any background material, reports, or documents related to the organization may be collected only after obtaining proper permission from the concerned authorities.

The internee may assist staff members in their work when required; however, such assistance should not become a regular substitute for official duties. The internee should remain well-

organized, maintain records of daily activities, and be present in the organization during official working hours unless permission for absence has been granted due to an emergency.

Throughout the internship period, students are expected to maintain a reflective record of their activities, learning experiences, and observations. This record will form the basis of the internship report to be submitted to the Department of English, Allama Iqbal Open University, Islamabad, upon completion of the internship.

1.5 FOCUS OF WORK

The work carried out during the internship must be focused, purposeful, and relevant to the field of English Language and Applied Linguistics. Students are expected to select a specific section, unit, or functional area of the organization rather than attempting to cover the entire organization in a superficial manner.

In the case of large organizations, the internee should concentrate on a single department or unit where English language skills are actively utilized, such as content development, communication, teaching, editing, translation, research, or media-related work. The selected focus area should allow the student to engage in meaningful tasks and develop practical skills relevant to the discipline.

The internship work should place greater emphasis on analysis and reflective evaluation rather than mere description. Students are expected to critically examine the practices, procedures, and communication processes of the selected unit by relating them to the theoretical knowledge acquired during their academic studies.

The internship report should present clear observations, analytical insights, and practical recommendations based on the student's experience. Recommendations should be realistic, feasible, and relevant to the improvement of language use, communication practices, or organizational efficiency. The focus of work should be sufficiently narrow to allow in-depth analysis and well-supported conclusions.

1.6 PRE-INTERNSHIP READINGS

Before commencing the internship, the internee is required to read relevant academic and professional material related to the selected organization and the nature of work to be undertaken. These readings will help the student develop a basic understanding of the organizational structure, communication practices, professional requirements, and functional responsibilities of the selected workplace.

For example, if a student intends to complete the internship in an educational institution, he or she should review relevant material related to teaching methodologies, curriculum design, assessment practices, and language instruction. Similarly, a student opting for an internship in media,

publishing, content development, or corporate communication should familiarize himself or herself with professional writing standards, editorial practices, audience awareness, and communication strategies used in the respective field.

Pre-internship readings may include organizational reports, policy documents, training manuals, academic articles, institutional websites, or any other relevant sources. These readings will enable the internee to engage more effectively with the organization, ask informed questions, and relate theoretical knowledge to practical work during the internship period.

1.7 INTERNSHIP WORK PLAN (SIX WEEKS)

The internee may develop a structured work plan to follow during the internship period. The Department of English, Allama Iqbal Open University, Islamabad, provides the following general guideline for work to be completed during the six weeks of internship.

Week 1: Orientation and Introduction

- Introduction to the organization and its staff
- Orientation regarding the organizational structure, objectives, and policies
- Familiarization with the working environment and office procedures
- Identification of the relevant section or unit for internship work
- Observation of professional communication practices within the organization

Week 2: Familiarization with Tasks and Documentation

- Review of relevant documents, manuals, reports, and communication materials
- Observation of language-related tasks performed by staff members
- Initial participation in assigned duties under supervision
- Understanding professional expectations related to English language use
- Maintaining a record of observations and activities

Week 3: Practical Engagement and Skill Development

- Active involvement in assigned tasks such as teaching assistance, content writing, editing, translation, or communication support
- Application of academic knowledge to practical language-related work
- Interaction with supervisors and colleagues to enhance professional understanding

- Continued documentation of daily activities and learning experiences

Week 4: Advanced Engagement and Data Collection

- Handling more complex tasks with greater responsibility
- Collection of relevant data, notes, and examples related to assigned work
- Identification of strengths and challenges in language and communication practices
- Preparation of draft notes describing existing practices of the selected unit

Week 5: Analysis and Reflection

- Critical analysis of observations and experiences in light of academic concepts
- Identification of gaps, issues, and areas for improvement
- Reflection on skills acquired and professional growth
- Drafting analytical sections of the internship report

Week 6: Report Writing and Finalization

- Compilation and organization of the internship report
- Formulation of practical and realistic recommendations
- Final review and editing of the internship report
- Completion of internship documentation and formalities

GUIDELINES FOR WRITING THE INTERNSHIP REPORT

The internship report is an essential academic requirement of the BS English program offered by the Department of English, Allama Iqbal Open University, Islamabad. The report should reflect the student's understanding of the organization, the nature of work performed, skills acquired, and the ability to critically analyze professional experiences in relation to academic knowledge.

The report must be written in clear, precise, and formal academic language. Students are advised to avoid unnecessary descriptions and ensure coherence, clarity, and logical organization of ideas. Proper attention should be given to spelling, grammar, punctuation, and formatting.

GENERAL FORMAT

1. Page Size: A4 size
2. Font: Times New Roman
3. Font Size: 12 for text, 14 for headings
4. Spacing: 1.5 line spacing throughout the document
5. Alignment: Fully justified (left and right)
6. Margins: 3 cm on all sides
7. Paragraphs: Each paragraph should be separated by a blank line
8. Headings and Subheadings: Properly formatted using standard heading styles
9. Page Numbering:
 - Roman numerals (i, ii, iii, etc.) for preliminary pages
 - Arabic numerals (1, 2, 3, etc.) starting from Chapter 1
10. Word Count: Approximately 2700–3000 words
11. Spelling and Grammar: The entire report must be checked using the spelling and grammar tools of MS Word

FORMAT OF THE INTERNSHIP REPORT

The internship report should be arranged in the following order. Students are required to follow this format strictly while preparing and submitting their internship reports to the **Department of English, Allama Iqbal Open University, Islamabad.**

1. **Title Page**

The title page should include the title of the report, name of the student, registration number, program title, department name, university name, and year of submission.

2. **Certificate of Internship Training**

A certificate issued by the organization confirming the successful completion of the internship. The certificate must be printed on the official letterhead of the organization, duly signed and stamped, and should clearly mention the duration of the internship.

3. **Acknowledgements**

A brief acknowledgement expressing gratitude to the organization, supervisors, and faculty members who supported the student during the internship.

4. **Table of Contents**

A list of all chapters, sections, subsections, and annexures with corresponding page numbers.

5. **List of Tables and Figures**

A separate list of all tables, charts, graphs, or illustrations used in the report, if any.

6. **Executive Summary**

A concise summary of the internship experience, major activities, skills learned, and key findings of the report.

CONTENTS OF THE INTERNSHIP REPORT

The following sections constitute the minimum contents of the internship report. Academic departments may add further sections if required.

1. Introduction of the Organization

This section should provide an overview of the organization, including its background, history, objectives, organizational structure, and main functions.

(Minimum 500 words)

2. Major Services / Products / Sections

This section should describe the major services, products, or sections of the organization relevant to the internship. The target audience or beneficiaries should also be discussed.

(Minimum 500 words)

3. Tasks Performed During the Internship

This section should present a detailed account of tasks performed during each week of the internship.

Week 1

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Week 2

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Week 3

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Week 4

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Week 5

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Week 6

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(Minimum 500 words)

4. Skills Learned During the Internship

This section should discuss the academic, professional, and personal skills acquired during the internship, such as communication skills, writing skills, teaching skills, editing skills, teamwork, and professional ethics.

(Minimum 500 words)

5. Strengths and Weaknesses of the Organization

This section should critically analyze the strengths and weaknesses of the organization with reference to language use, communication practices, organizational efficiency, and professional environment.

(Minimum 500 words)

6. Suggestions for Improvement

Based on observations and analysis, students should provide practical and realistic suggestions to improve language-related and communication practices within the organization.

(Minimum 500 words)

7. Annexures

This section may include supporting documents such as attendance records, samples of work, questionnaires, interview schedules, or any other relevant material.

GENERAL RULES REGARDING INTERNSHIP

1. Every student enrolled in the internship course of the BS English program is required to undergo a six-week internship to gain practical and professional experience in a relevant organization.
2. The responsibility for identifying and approaching an organization for the purpose of internship shall lie with the student. The selection of the organization should be relevant to the field of English Language and Applied Linguistics.
3. Students are not required to obtain prior approval or an official internship letter from the Department of English, Allama Iqbal Open University, Islamabad. Instead, students shall complete the prescribed internship proforma, given at the end of this manual, and directly join the selected organization for internship placement. Upon successful completion of the internship, students must submit an internship completion report, duly signed and verified by the head of the organization or a duly authorized representative nominated by the head of the organization.
4. A faculty member of the department shall be designated as the Internship Coordinator, who will oversee the entire internship process, including orientation, guidance, and evaluation.
5. At the start of the semester, an orientation workshop will be arranged by the department to guide students regarding the objectives, procedures, and reporting requirements of the internship.
6. During the internship period, students are expected to demonstrate professional conduct, discipline, punctuality, and ethical behavior. The university shall not assume any financial responsibility for the student during the internship.
7. At the completion of the internship, students must obtain a certificate of completion from the organization. The certificate must be issued on the official letterhead of the organization, duly signed and stamped, and must clearly mention the duration of the internship.
8. After completing the internship, students are required to submit the internship report in electronic format through the LMS of Allama Iqbal Open University, Islamabad, within the prescribed deadline.
9. The internship report shall be assessed on the basis of content quality, analytical depth, logical organization, language accuracy, and compliance with the prescribed format.
10. Students who are already employed in a relevant organization may submit an experience certificate as an alternative to the internship completion certificate. However, such students are still required to submit the internship report for evaluation.

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

Department of English Language

INTERNSHIP REQUEST FORM

(To be submitted at organization where the student intends to complete internship)

STUDENT INFORMATION

Name of Student	
Registration No.	
Program	(BS English)
Semester	
Contact No.	
Email Address	

DETAILS OF THE ORGANIZATION

Name of Organization	
Address of Organization	
Contact Person Name	
Designation	
Contact No.	
Email	

INTERNSHIP DETAILS

Proposed Duration of Internship	(Six Weeks)
Starting Date	
Ending Date	
Area / Section of Internship	

DECLARATION BY THE STUDENT

I hereby declare that the information provided above is correct to the best of my knowledge. I undertake to abide by the rules and regulations of the organization and the Department of English, Allama Iqbal Open University, Islamabad, during the internship period. I shall maintain professional conduct and submit the internship report as per university requirements.

Signature of Student: _____

Date: _____

For any query feel free to contact:

Dr. Saira Maqbool

Assistant Professor

Department of English

Allama Iqbal Open University Islamabad

Email: saira.maqbool@aiou.edu.pk , english@aiou.edu.pk

Contact No. 051-9576551, 051-9576575