

The Internship Coordinator
Department of Economics
Allama Iqbal Open University,
Islamabad

Subject: **Request for Issuance of Internship Letter for Students of BS Economics**

Name	
Father's Name	
ID No.	
Enrolment of 1st Semester of BS Economics	
Name of Institution in which you intend to do Internship with the designation of Head	
In which semester you are studying now	
Postal Address	
Contact No./ Mobile No.	

Certified that the student is the student of BS Economics and the above said information is true to the best of my knowledge.

Attached last result card of BS Economics with this application form.

Signature of the Student: _____



ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Economics)

To,

Subject: Request for Internship

Respected Sir/Madam,

It is to intimate you that in BS Economics 2.5-year degree program, all students are required to do internship for 6 to 8 weeks in some government or private organization. They are required to write an internship report to pass the course.

Therefore, you are requested to provide this opportunity to our student Mr./Ms. _____ S/o, D/o. _____

ID No. _____ of Semester-III BS Economics 2.5 year with effect from _____ 2024 to _____ 2024.

After completion of the internship, student has to submit the internship report to the Department duly signed by the organization's authority. The authority is also required to please fill the enclosed proforma regarding students' evaluation at the end of internship. The evaluation report may please be sent to the Internship coordinator Department of Economics, Allama Iqbal Open University, Islamabad. confidently.

The student bear's a good moral character. It is requested that he may please be accommodated in your organization as an internee.

Thanking you in anticipation.

Internship Coordinator

Head, Department of Economics



ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Economics)

Site Supervisor Evaluation Form

Site supervisor (name): _____

Designation: _____

Host Institution: _____

Student-intern (name): _____

Reporting Period: _____

Report Number (Circle one number):

1

2

3

Instructions:

1. This form is to be filled in by the site supervisor.
2. The following key is to be used for evaluation.

Key

1= Does not meet expectations

2= inconsistently meets expectations

3= Consistently meets expectations

4= Above expectations

5= Far above expectations

Scale (Circle the number that best describes the student-intern's performance)					
1. Arrives to work on time	1	2	3	4	5
2. Demonstrates respect for organizational staff, policies, and norms	1	2	3	4	5
3. Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
4. Exhibits basic skills required at the workplace.	1	2	3	4	5
5. Conducts self professionally in all work-related scenarios	1	2	3	4	5
6. Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
7. Completes tasks and reports to supervisor on time.	1	2	3	4	5
8. Demonstrates the ability to work with others in a team	1	2	3	4	5
9. Proves to be reliable and dependable	1	2	3	4	5

Site supervisor signature: _____



ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Economics)

Student Internship Report Form

Intern Name: _____

Host Institution & Site Supervisor Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): **1** **2** **3**

Section -A

Instructions:

The intern will complete this section:

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them.

Faculty Supervisor Signature