



INTERNSHIP REPORT

Title Page: STUDENT INTERNSHIP REPORT

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Program: Business Information System

Institution for Internship: Simpa Hall Block A (University Of Education Winneba).

Position Held: Assistant Accountant.

Duration of Internship: 6 Months.

University :(University Of Education Winneba.)

Supervisor: Mrs.Dr. Vera Ayithey.

SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF
A DEGREE IN BUSINESS INFORMATION SYSTEM.

Date: (30 April,2026)

ACKNOWLEDGEMENT

I give thanks to Almighty God for His protection, guidance, and strength throughout my internship period.

I would also like to express my sincere gratitude to the management and staff of Simpa Hall Block A, University of Education, Winneba, for granting me the opportunity to undertake my internship within their institution. My heartfelt appreciation goes to my supervisors and colleagues who patiently guided me throughout the attachment period and provided me with the necessary support to successfully complete my training.

I further extend my appreciation to the lecturers and staff of the Business Information System Department for their academic guidance and support. Finally, I thank my family and friends for their encouragement and motivation throughout the internship period.

EXECUTIVE SUMMARY

This report presents a detailed account of my six-month internship attachment at Simpa Hall Block A, University of Education, Winneba, where I served as an Assistant Accountant. The internship formed part of the academic requirements for the Business Information System programme.

The attachment provided me with practical exposure to accounting and administrative activities within an institutional environment. During the internship period, I assisted in financial record keeping, filing of documents, preparation of reports, data entry, Data set cleaning, Writing of PVs, and other accounting-related duties.

Although my academic background is in Information Technology and Business Information Systems rather than Accounting, the internship provided an excellent opportunity for me to learn and adapt to a different working environment. Through determination and guidance from supervisors, I gained valuable knowledge and skills in accounting practices, teamwork, communication, professionalism, and organizational management.

This report also discusses the challenges encountered, lessons learnt, achievements, and recommendations based on the experience gathered during the attachment period.

INTRODUCTION

Industrial attachment is an essential component of higher education because it provides students with practical exposure to workplace environments. It serves as a bridge between theoretical knowledge acquired in school and practical application in the field of work.

Internship programmes enable students to develop technical, interpersonal, and professional skills necessary for future employment. Through internships, students gain firsthand experience in organizational operations, decision-making processes, and workplace culture.

As a student pursuing Business Information System, I undertook a six-month internship at Simpa Hall Block A, University of Education, Winneba. The attachment provided an opportunity to work within the Accounting Unit of the institution and gain practical experience in financial management and administrative operations.

The internship also helped me understand the importance of professionalism, teamwork, accountability, and effective communication in an organizational setting.

PROFILE OF THE INSTITUTION

Background of Simpa Hall

Simpa Hall is one of the halls of residence of the University of Education, Winneba. The hall was established from five independent halls that existed under the former Specialist Training College (STC), which is now known as the North Campus of the University of Education, Winneba.

The former halls were Simpa Hall, which was exclusively a female hall, and Yankah Hall, Eddie Hall, Independence Hall, and Essah Hall, which were all male halls of residence. These halls were later integrated to form what is now known as Simpa Hall.

The hall serves as a residential facility for students of the University of Education, Winneba, providing accommodation and a conducive environment for academic and personal development. Simpa Hall seeks to promote discipline, academic excellence, leadership, and social interaction among students.

The hall administration is responsible for managing accommodation, student welfare, maintenance of facilities, financial administration, and the overall operation of the hall. Various units work together to ensure the efficient running of the hall, including the accounting unit, where I undertook my internship attachment.

Vision

To provide a conducive residential environment that supports academic excellence, leadership development, and responsible citizenship among students.

Mission

To deliver quality residential and support services that enhance the academic, social, and personal development of students while ensuring effective management of hall resources.

Functions of Simpa Hall

The major functions of Simpa Hall include:

- Providing accommodation for students.
- Promoting student welfare and development.
- Managing hall finances and resources.
- Maintaining discipline and order within the hall.
- Organizing social, educational, and leadership activities.
- Supporting the overall mission of the University of Education, Winneba.

GOALS AND OBJECTIVES OF THE STUDENT

The main objectives of undertaking the internship were:

- To gain practical working experience in an organizational environment.
- To apply theoretical knowledge acquired in school to practical situations.
- To improve communication and interpersonal skills.
- To develop teamwork and problem-solving abilities.
- To prepare for future professional career opportunities.
- To learn and acquire different skills and knowledge.
- To understand organizational structures and operations.
- To gain exposure to workplace ethics and professionalism.
- To prepare for future career opportunities.

CORE DUTIES AND RESPONSIBILITIES

During the six-month attachment, I worked as an Assistant Accountant under the supervision of senior staff.

My responsibilities included:

- Recording Financial Transactions

I assisted in recording daily financial transactions and maintaining financial records accurately.

- Filing and Documentation

I organized, sorted, and filed accounting documents for easy retrieval and reference.

- Data Entry

I entered financial information into office records and computer systems while ensuring accuracy.

- Assisting in Report Preparation

I assisted in preparing financial summaries and reports required by management.

- Student Payment Records Management

I helped maintain records of student payments and verified payment information.

- Administrative Support

I supported office operations by handling correspondence, photocopying documents, and assisting staff with administrative duties.

- Confidentiality Management

I learned the importance of handling financial information with confidentiality and professionalism.

ORGANIZATIONAL CHALLENGES IDENTIFIED AND SUGGESTIONS MADE.

Challenges Identified;

During the internship period, I observed some challenges within the organization, including:

Challenges Identified

During my attachment, I observed several challenges within the institution.

Manual Record Management

Some records were maintained manually, making retrieval difficult and time-consuming.

Limited Office Resources

The availability of office equipment was sometimes inadequate during peak periods.

Workload During Peak Seasons

Periods involving student payments and registrations created heavy workloads for staff.

Technology Constraints

Certain processes could be improved through increased use of technology.

Suggestions Made

To improve efficiency within the organization, the following suggestions are recommended:

- Introduce more digital record management systems.
- Invest in modern accounting software.
- Increase office equipment and resources.
- Provide regular staff training on technology-based accounting systems.
- Improve data backup and security systems.

CHALLENGES ENCOUNTERED BY THE STUDENT

Several challenges were encountered during the internship period.

The major challenge was adapting to the accounting environment because my programme of study is Business Information System rather than Accounting.

Initially, I found it difficult to understand certain accounting concepts, terminologies, and procedures used within the department.

I also experienced challenges in:

- Understanding financial documentation.
- Adapting to workplace culture.
- Managing multiple responsibilities simultaneously.
- Learning new procedures within a short period.

However, through guidance from supervisors, personal commitment, and continuous learning, I gradually overcame these challenges.

STUDENT ACHIEVEMENTS

Despite the challenges encountered, the internship period was very successful and beneficial. Some achievements during the attachment include:

- Gaining practical experience in accounting procedures.
- Improving computer and data management skills.
- Developing teamwork and communication skills.
- Learning how financial records are managed within an institution.
- Improving confidence and professionalism in the workplace.
- Understanding how information systems support accounting operations.
- Building positive working relationships with staff members.

LESSONS LEARNT OR INSIGHTS GAINED

The internship attachment provided several valuable lessons.

Firstly, I learned that punctuality and discipline are essential qualities in every workplace.

Secondly, I learned the importance of teamwork. Effective collaboration among staff members contributed greatly to the smooth operation of the office.

Thirdly, I learned the importance of confidentiality when handling financial information.

Additionally, the attachment taught me the importance of adaptability. Although my academic background was not Accounting, I successfully learned and performed accounting-related duties.

The internship also improved my problem-solving skills, communication skills, and professional confidence.

INFLUENCE OF THE EXPERIENCE ON FUTURE ACADEMIC PERFORMANCE AND CAREER CHOICE

The internship has had a positive impact on my academic and career development.

Academically, it has helped me appreciate the importance of combining theoretical knowledge with practical experience. It has motivated me to pay greater attention to courses related to data management, accounting systems, and information technology applications.

Professionally, the attachment has broadened my career interests. I now have a better understanding of how Business Information Systems can support accounting and financial management processes.

The experience has increased my confidence and prepared me for future employment opportunities.

GENERAL RECOMMENDATIONS

The following recommendations are made based on the internship experience:

- Students should be adequately prepared before internship placements.
- Organizations should provide orientation programmes for interns.
- More digital systems should be introduced to improve efficiency.
- Interns should be given opportunities to learn from different departments.
- Educational institutions should strengthen collaboration with organizations to improve internship experiences.

RELATIONSHIP BETWEEN THEORETICAL KNOWLEDGE AND FIELD PRACTICE

The internship demonstrated how classroom knowledge can be applied in real organizational settings.

Courses in computer applications, information systems, database management, and business communication were particularly useful during the internship.

I applied computer skills when entering data, organizing records, and handling office documentation. Communication skills learned in school also helped me interact effectively with staff and students.

The attachment therefore confirmed that theoretical education and practical experience complement each other in professional development.

CONCLUSION

The six-month internship attachment at Simpa Hall Block A, University of Education, Winneba, was a valuable and rewarding experience. It provided me with practical exposure to accounting and administrative activities within a professional environment.

Although I initially faced challenges because of my Information Technology background, the attachment helped me develop new knowledge, skills, and confidence in accounting-related tasks. The experience also improved my communication, teamwork, and organizational abilities.

Overall, the internship successfully bridged the gap between theoretical knowledge and practical work experience and has positively contributed to my academic and professional development.

REFERENCES

- Business Information System Lecture Notes, University of Education, Winneba.
- Simpa Hall Block A Administrative and Financial Records.
- Internship Logbook and Daily Activity Records.
- Accounting Principles and Practices (Course Materials).
- University of Education, Winneba Internship Guidelines.