

**HO CHI MINH CITY UNIVERSITY OF
TECHNOLOGY AND EDUCATION
FACULTY OF FOREIGN LANGUAGES**

INTERNSHIP REPORT SUBMISSION GUIDELINES

GENERAL GUIDELINES

Number of Copies

- Submit a digital copy (in PDF or DOCX) of your Internship Report to HCMUTE Learning Management System (<https://lms.hcmute.edu.vn>)

Paper, Font, and Spacing

- The Internship Report must be formatted on A4-size paper.
- Use 1.5 lines spacing throughout the report.
- Use New Times Roman or Arial, 12-point size for text.

Margins

- Every page of the internship report must be kept within a minimum margin of 1/2 inches on the left side of the page; 1 inch at the right side; 1 inch at the top and bottom of the page.

Pagination

- All pages except the title page are numbered. This includes full-page photographs, charts and graphs, the bibliography, and appendixes.
- In the Table of Contents, the title page and any dedication or acknowledgment section that you may wish to include is numbered in the small Roman series, with the page numbers displayed. The remainder of the internship report is numbered with Arabic numerals (1, 2, etc.).
- The page numbers that are displayed must be centered at the bottom of each page, within the bottom margin.

Length

The report should be written within 3000-4000 words (10 -15 pages).

GUIDELINES FOR TABLE OF CONTENTS

Acknowledgment

If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular individuals in the completion of your internship (e.g. supervisors, classmates, faculty staff, family, etc.)

Chapter 1: Introduction

This section presents the following points:

- The name of the company and the department in which you have done your internship, the main operation sector of the company, and your motivation for choosing this company as the place for your internship.
- A brief summary of the work you have done, the motivation behind it, and the significance of the work that you have conducted during the internship.
- Explication of the organization of the rest of the report.

Chapter 2: Internship description

2.1. Description of the internship company

This section contains the description of the internship organization (field of activity, main products and services, structure, number of employees, positioning on the market, etc.)

2.2 Description of the internship position

This section presents the internship position: description of the structure/team, in which the internship was completed, description of the intern's role (assigned duties/ tasks and responsibilities). For the description of tasks, see the Internship log.

Chapter 3: Reflection on the internship

This section presents your self-evaluation of the internship and it should address the following points:

- How were the objectives achieved?
 - Did you reach the academic goals which were set in advance?
 - Did you reach your personal goals which were set in advance?
 - Did the internship contribute to your academic and personal development?
- What skills did you learn/ improve during the internship?
- What results/observations/work experiences did you obtain from the internship company?
- What challenges did you experience during the internship?

Chapter 4: Conclusions and Recommendations

This section should briefly

- Describe the results of the internship.
- Present the conclusions of your internship.
- Present the recommendations for the organization and/or the department.
- Compare the expected learning outcomes before starting your internship with the real learning outcomes from the internship position you have been in and summarize the most important results for you.

Appendixes and Annexes

In this section, you need to provide all the references and sources in APA format that you have used for data collection in your Internship Report.

Any supporting document, chart, etc. should be numbered (Appendix 1, 2, 3, etc.) and referenced in the report.

MARKING CRITERIA

Criteria	Grade
Format (0.5) Length (0.5) Reference in APA style (0.5) Appendixes (0.5)	2
Chapter 1: Introduction	2
Chapter 2: Description of the internship	2
Chapter 3: Reflections on the internship	2
Chapter 4: Conclusions and Recommendations	2
Total grade	10