**VIETNAM MARITIME UNIVERSITY**

**FACULTY OF FOREIGN STUDIES**

**BUSINESS ENGLISH MAJOR**

**INTERNSHIP REPORT**

**Internship task:**

**THE PROCEDURE OF LOADING CARGO ON BOARD**

 **Student Name: NGUYEN VAN A**

 **Student Code: 23123**

 **Class: ATM55ĐH1**

 **Supervisor: NGUYEN VAN B**

**HAIPHONG, 9/2019**

**GUIDELINES FOR INTERNSHIP REPORT**

**FORMAT OF INTERNSHIP REPORT**

**ACKNOWLEDGEMENT**

*You may thank you and provide the names of persons who have helped you throughout your internship (family, friends, colleagues, supervisor, etc…)*

SAMPLE:

**COMPANY’S APPROVAL**

*Your internship company will give some brief comments about you (if any) and approve the content of your report by signing and stamping.*

**TABLE CON CONTENT**

*Headings and page numbers***MAIN PART OF REPORT**

I. INTRODUCTION

1. Purposes of the internship
2. Significance of the internship

II. A BRIEF DESCRIPTION OF THE COMPANY/ ORGANIZATION/ CENTRE…

*Provide information about the company: contact, form of ownership, business sector, line of business, products and services offered, historical background, number of*  *employees, locations around the world if any, financial numbers,etc…*

1. A brief description of the company/ centre

1.1 Brief history

1.2 Introduction of the organization

1.3 Policy of the organization

1.4 Competitors

2. Organization

2.1Organizational Hierarchy chart

2.2 Number of employees

2.3 Main office address

2.4 Introduction of all the departments

2.5 Comments on the organizational structure

*Students are expected to collect information from various sources such as interaction with the organization’s personnel (managers, internship supervisor, colleagues etc.) and company website, documents, brochures etc. but it is necessary to mention the sources of information in APA format.*

3. Functions

*Mission, goals/objectives of the company*4. Business Activities

*Summary of the duties and responsibilities performed*

5. Describe the department*− where the student conducts internship (introduce names of the departments in which you got training and the duration of your training, team members, & supervisor with their positions – a picture may be optional, Detailed description of the operations/activities performed by the department(s) you worked in.*

3. INTERNSHIP DESCRIPTION
3.1. Specific tasks & Responsibilities (What you have done during the internship)

3.2. Experience learned from the internship

*New skills acquired and skills improved**from the internship.*

3.4 Classroom skills employed

How you apply the skills and knowledge you have been trained at university in the real life.

 3.5 The use of English language in the company

3.6 Problems encountered

4. CONCLUSION

What experience and lesson did you learn from internship?

What advice given to new students to prepare before internship?

*Others*

**I. REFERENCES**

*Follow APA Standard. Reports that are found to be ill-referenced may be rejected− or disqualified. )*

**K. APPENDIX (If any)**

*At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.*

**ACADEMIC INTEGRITY**

Students are required to:

- Work independently on individual reports.

- Collaborating on individual reports is considered cheating.
 - Avoid plagiarism: Plagiarism is an act of fraud that involves the use of ideas or words of another personwithout proper attribution. Students will be accused of plagiarism if they:
 + Copy in their work one or more sentences from another person without proper citation.
 + Rephrase, paraphrase, or translate another person’s ideas or words without proper attribution.
 + Reuse their own assignments, in whole or in part, and submit them for another class.
Any acts of academic dishonesty will result in a grade of zero for the task at hand and/or immediate failure of the course, depending on the seriousness of the fraud.

**OTHER FORMAT REQUIREMENTS**

The report will be written in English− at least 10 pages, exclude cover, acknowledge, contents, references and appendix.
Page layout: Paper size: A4
 Margins: Left = 3.5 cm, Right = Top = Bottom = 2cm
 Font size 13, Times New Roman

 Spacing: 6pt (Before, After)

 Line Spacing: Exactly 18

**Deadline**: The internship report must be handed in defended before Octorber, 10.

**INTERVIEW**

**Date**: 07.00 a.m.,16/09/2019

**Place**: A5

**Time allowance for each student**: 15-20 minutes

**Content**: about your experience during internship