**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, 9/2017**

**GUIDELINES FOR INTERNSHIP REPORT**

**FORMAT OF INTERNSHIP REPORT**

The body of the text must include the followingparts:

**A. COVER PAGE**

*This shows the name of the student, the level of study with a reference to the school, the title of the internship, name of the topics and the period of time during which the internship was performed.*

**B. ACKNOWLEDGEMENT**

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

SAMPLE:

*During the period of internship, I received a plenty of enthusiastic help and support that guide and encourage me to overcome all difficulties and finish this hard but meaningful time.  
Firstly, I would like to express thanks to the School Board of Vietnam Maritime University and the Faculty of Foreign Languages creating favorable conditions for me to take my internship.  
Secondly, I sincerely thank Mr./Mrs./Ms. ……………….. , my supervisor who gave me useful guidance and advice that help me to finish my internship successfully. From these advices, I can improve my English skills and strategies in translation and interpreting greatly.   
Thirdly, I would like to express my gratitude and appreciation to the Managing Board of (the sightseeing spot). ……………………. who gave me chances to sightsee and fulfill my sightseeing presentation.  
Besides, I would like to express my gratitude and appreciation to Mr./Mrs./Ms. ……………….. and Mr./Mrs./Ms. ………………………. who gave me chances to ............ . They/He/She also gave me professional guidance and insightful comments that considerably help me gain a lot of experiences in improving my skills and strategies in English translation/ interpreting/use of English in … (Furthermore, I would like to thank my group members, ……….., ………….., …………, …………. who often shared my feelings and gave me timely advice during the internship. )  
In short, I really thank to all people helping me to finish this internship report.***C. 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.*

**D.TABLE CON CONTENT**

*Headings and page numbers***E. LIST OF TABLES (if any)**

**F. LIST OF FIGURES (if any)**

**G. ABBREVIATION (if any)**

**H. MAIN PART OF REPORT**

1. INTRODUCTION

1.1. Purposes of the internship   
1.2. Significance of the internship

2. 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…*

2.1 A brief description of the company/ centre

2.1.1 Brief history

2.1.2 Introduction of the organization

2.1.3 Policy of the organization

2.1.4 Competitors

2.2 Organization

2.2.1Organizational Hierarchy chart

2.2.2 Number of employees

2.2.3 Main office address

2.2.4 Introduction of all the departments

2.2.5 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.*

2.3 Functions

*Mission, goals/objectives of the company*2.4 Business Activities

*Summary of the duties and responsibilities performed*

2.5 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 I have done )

**Reflective Journal Entries**

a. In reflective journal writing, student will reflect on all activities during **each day** of internship in that organization and then will enter in reflective journal on daily basis.

b. Entry for a single day should be very comprehensive and should include all important happenings of that particular day. A comprehensive journal not only includes information on assignments and tasks you are given, but also your impression of the organization and the staff at your internship.

**Tips for writing Reflective journal**

The following is a helpful formula for reflective journal writing.

**Formula D-I-E-P**

**D – Describe *objectively*** what happened

Answer the question**, “What did you, see, read, hear etc?**

**I – Interpret** the events

Explain what you saw and heard;

Your new insights;

Your connections with other learning, your feelings etc;

Your hypotheses; your conclusions;

Answer the question what might this mean?

**E – Evaluate** the effectiveness and efficiency of what was observed

Make judgments clearly connected to observations made.

Evaluation answers the question, **“What is your opinion about what you observed or experienced? Why?**

**P – Plan** how this information will be useful to you

**What are your recommendations?** (Be concrete)

**Consider:** In what ways this learning experience will serve you in your future?

**Remember your Journal Entries, attempt to:**

1. Analyze your own performance as a learner
2. Evaluate your gains in understanding and completing tasks
3. Verbalize how you feel about your learning
4. Make connections with other experiences, ideas
5. Demonstrate transfer of learning
6. Integrate the concepts taught in courses

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 are the strengths and weakness of the current curriculum to prepare for your internship?*

*Your general impression of your internship experience.*5. RECOMMENDATIONS

*Base on the lessons and experience learned from internship, what recommendations should be given to improve the curriculum at university*

*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 September, 16.

**PRESENTATION FORMAT**

- Professional attire recommended.   
- Presentation in English.  
- PowerPoint presentation recommended.  
- Provide charts−& graphs for better visual graphics.  
- Time duration not over 10 minutes.  
- Questions and answers session of about 05 minutes.

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| CÔNG TY ABC  **PHÒNG ABC** | CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM  **Độc lập – Tự do – Hạnh phúc** |

**PHIẾU NHẬN XÉT SINH VIÊN**

**CỦA ĐƠN VỊ THỰC TẬP**

Họ và tên sinh viên:

Lớp: Khóa 55

Chuyên ngành: Tiếng Anh thương mại (Business English)

Khoa: Ngoại ngữ thuộc Trường Đại học Hàng hải Việt Nam

Trong thời gian từ ngày tháng năm….. .. đến ngày tháng năm...............

Tại công ty

Địa chỉ :

Số điện thoại:

Email:

Sau quá trình thực tập tại đơn vị của sinh viên, chúng tôi có một số nhận xét đánh giá như sau :

1. **Về ý thức tổ chức kỷ luật:**

.

1. **Về tinh thần thái độ học tập:**

1. **Về quan hệ, lối sống:**

1. **Các nhận xét khác:**

Đánh giá kết quả thực tập đạt loại:

*(****A+****= 9,0-10;* ***A****=8,5-8,9;* ***B+****=8,0-8,4;* ***B****=7,0-7,9;* ***C+****=6,5-6,9;* ***C****=5,5-6,4;* ***D+****=5,0-5,4;* ***D****=4,0-4,9;* ***F****=0-3,9)*

*Hải Phòng, ngày ... tháng .. năm 2017*

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|  | **XÁC NHẬN CỦA ĐƠN VỊ THỰC TẬP**  **TRƯỞNG PHÒNG KHAI THÁC**  **Nguyễn Văn A** |