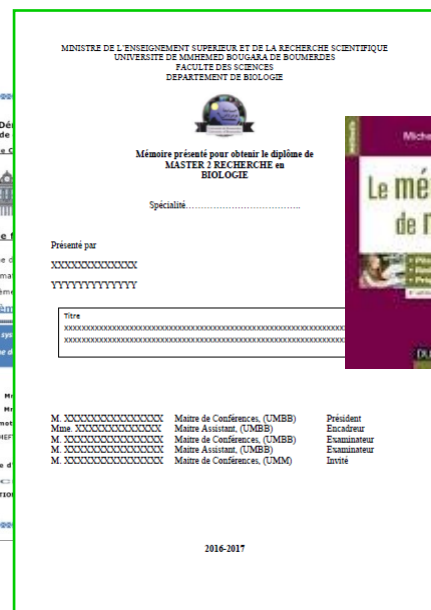


WORKING METHOD AND TERMINOLOGY 2



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Program

Chapter 1: Writing a scientific report

Course 1: Scientific writing at university

Course 2. Writing a dissertation (Memoire, These)

Course 3. Writing an INTERNSHIP REPORT (RAPPORT DE STAGE)

Course 4. Writing an OUTPUT REPORT (RAPPORT DE SORTIE)

Course 5: formatting scientific report (Mise en forme d'un rapport scientifique)

Chapter 2. Critical reading of a scientific article

Course 1: General (definitions, roles, types, etc.)

Course 2. Case study (Research paper)*

Course 3. Case study n°2 (Review paper)



Course 4: Writing an Internship Report (Rapport de Stage)

Course description

- 1. Definition**
- 2. Different types of internship reports**
 - a. Basic internship report
 - b. Internship thesis
- 3. Objectives of an internship report**
- 4. General rules for writing an internship report**
- 5. Content of an internship report**
 - a. First part (Presentation of the internship environment)
 - b. Second part (Course of the internship)
 - c. Third part (Professional skills acquired)



The ultimate aim of this course is to prepare and lead the student to produce work that conforms to the presentation standards of an internship report.

1. Definition

A **"simple" internship report** is a document that describes the experience lived by the student during a short period spent within a company or another host organization (institution, laboratory, association, etc.). It describes the work carried out by the student during their immersion in the working world, the professional environment that welcomed them, and the experience they acquired there. This type of document is therefore entirely linked to the host organization (it exists and/or applies only to it).

2. Different types of internship reports

There are two types of internship reports that do not address the same issues nor meet the same requirements:

2.1. Basic Internship Report

The basic internship report is a simple personal account that is descriptive and narrative in nature. It recounts the discovery of a professional environment.

The student is expected to describe:

the various missions carried out, their daily tasks, the different positions held, etc.

the host professional environment, its structure, its operations, the staff, etc.

the experience gained and the difficulties encountered, essentially providing an assessment of their experience.

2. internship Thesis

2.2. Internship Thesis

The internship thesis is built around a specific issue encountered during a defined mission within the host organization.

- ✓ It is more analytical, explanatory, and aims to provide recommendations and to study their contributions.

It falls within the field of applied research.

- ✓ Following an immersion in the professional environment and in-depth observation, the student must solve a problem identified in the company.

- ✓ Their analysis should lead to the proposal of practical, empirical recommendations for which they will need to provide an assessment.

3. Objectives of an Internship Report

Writing the internship report allows the student to:

1. Reflect on their experience,
2. Evaluate their ability to enter the job market in their field of study and, if necessary, adjust their methods both technically and behaviorally;
3. Make the connection between their academic achievements and their real-world experience in the internship environment;
4. Share their experience in the internship environment with both the teachers of their study program and the Cooperative Education (Co-op) Internship Service by communicating what they have learned in the company;

3. Objectives of an Internship Report

5. Provide the Co-op Internship Service with information that allows a better understanding of the internship environment;
6. Fulfill one of the mandatory conditions of the work-study track, enabling them to receive a mention on their transcript.



4. General Rules for Writing an Internship Report

The general rules for writing an internship report are the same as those applied to other scientific reports (dissertations, theses...) with some specificities. Thus, the report must be:


- presented in a professional manner, without any confidential information about the organization;
- of a precise minimum length in terms of the number of text pages;
- submitted to the internship coordinator within the deadline (respect the deadline).



5. Content of the Internship Report

The report includes the same elements as a master's thesis with some specificities.

Title page of an internship report including:

1. The name of the intern,
 2. A permanent code,
 3. The title of their training and the name of their institution,
 4. The title of the report,
 5. The name and address of the company where the internship was carried out,
 6. The name of the internship supervisor,
 7. The date of the internship completion.
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5. Content of the Internship Report

The intern's acknowledgments to their employer and those who could assist them throughout the duration of their internship.

The abstract: it explains the object of study of the internship.

The table of contents: it is naturally divided into chapters (I 1, I 2, II 1...) and indicates the pagination of the entire report.

The text itself composed of an introduction and visible chapters.



5.1. Introduction mentioning their expectations of the internship; what the internship can bring to the student, and then the presentation of the report sections.

5.2. First part (Presentation of the internship environment)

1. The contact details of the organization (name, division, service, address).
2. The name of the supervisor in the company, their title, and their role.
3. A description of the organization or service's purpose, its mission, and a brief history of its evolution.
4. A brief description of the work environment:
 - ❖ The physical environment (e.g., places, characteristics, equipment, tools, software used;
 - ❖ The human environment (e.g., organizational chart, number of employees, organizational culture, structure, interpersonal relationships, work organization, etc.).

5.3. Second part (Course of the internship)

The role of the student (positions held) in the organization.


Their integration into the internship environment.

The guidance and supervision received in the company.



5.4. Third part (professional skills acquired):

In this section, the student includes:

1. The description of new learnings.
 2. The differences between this experience and their first internship, if applicable.
 3. Their perception of achieving the results the employer expected from them.
 4. The challenges encountered, their causes, and the solutions they considered.
 5. The professional qualities you recognize in yourself and the aspects to improve (at least three of each) in terms of your technical skills or attitudes, as well as the means to improve the situation.
 6. What you take away from your internship: the impact of internships on your academic training and on your decisions regarding your professional future.
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5.5.Conclusion (summary of the important points of the report)

In the conclusion, the student (the intern):

1. Shows the degree of their satisfaction with the internship.
2. Checks if the expectations presented in the introduction have been met.
3. Mentions the employment sectors to explore that the internship has opened up to them.

5.6.The bibliography: precise, it lists the works that helped you in writing the report.

5.7.The appendices.



General structure of an internship report

- Margins and paper size:

 - A4 format (21cmx29.7cm).

- Page margins:

 - 2.5 cm on each side (left, right, top and bottom)

- Pagination

