

WORKING METHOD AND TERMINOLOGY 2



1st year Licence SNV

University of Bejaia (2025/2026)

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Program

Chapter 1: Writing a scientific report

Course 1: Scientific writing at university

Course 2. Writing an OUTPUT REPORT (RAPPORT DE SORTIE

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

Course 4. Writing a dissertation (Memoire, These)

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)
6. **The student during internship**



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.

L'objectif ultime de ce cours est de préparer et d'amener l'étudiant à produire un travail qui répond aux normes de présentation d'un rapport de stage.



1. Definition

The internship report is an essential part of any study programme, and is written as a result of professional experience acquired in a host organisation.

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.).

Un rapport de stage « simple » est un document qui décrit l'expérience vécue par l'étudiant durant une courte période passée au sein d'une entreprise ou d'une autre organisation d'accueil (institution, laboratoire, 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).

Il décrit le travail effectué par l'étudiant durant son immersion dans le monde professionnel, l'environnement de travail qui l'a accueilli, ainsi que l'expérience qu'il y a acquise. Ce type de document est donc entièrement lié à l'organisation d'accueil (il n'existe et/ou ne s'applique qu'à elle).

➤ The report also serves to provide recommendations and suggestions based on the intern's experience.

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 (**Rapport de stage élémentaire**)

The basic internship report is a simple personal account that is descriptive and narrative in nature.

It recounts the discovery of a professional environment.

Le rapport de stage élémentaire est un simple compte-rendu personnel de type descriptif et narratif.

Il raconte la découverte d'un milieu professionnel.

The student is expected to describe: Il s'agit pour l'étudiant de décrire

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

les différentes missions effectuées, ses différentes tâches quotidiennes, les différents postes occupés...

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

le milieu professionnel d'accueil, sa structure, son fonctionnement, le personnel...

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

l'expérience acquise et les difficultés rencontrées, soit dresser le bilan de son expérience.



2. Different types of internship reports

2.2. Internship Thesis (Mémoire de stage)

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

Le mémoire de stage se construit autour d'une problématique spécifique rencontrée dans le cadre d'une mission définie au sein de la structure d'accueil.

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

Il est davantage analytique, explicatif et vise à apporter des préconisations et d'en étudier les apports.



2.2. Internship Thesis (Mémoire de stage)

- ✓ It falls within the field of applied research. Il relève du domaine de la recherche appliquée..
- ✓ Following an immersion in the professional environment and in-depth observation, the student must solve a problem identified in the company.

L'étudiant doit, suite à une immersion dans le milieu professionnel et une observation approfondie, résoudre un problème identifié dans l'entreprise.

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

Son analyse doit aboutir à la proposition de préconisations pratiques, empiriques dont il devra en dresser le bilan

3. Objectives of an Internship Report

Writing the internship report allows the student to:

1. Reflect on their experience, (Faire le point au sujet de son expérience),
2. Evaluate their ability to enter the job market in their field of study and, if necessary, adjust their methods both technically and behaviorally;
d'évaluer sa capacité à intégrer le marché du travail dans son domaine d'études et, au besoin, de réajuster ses façons de faire tant au niveau technique que comportemental
3. Make the connection between their academic achievements and their real-world experience in the internship environment;
faire le lien entre ses acquis scolaires et universitaires et son expérience vécue en milieu de stage;

3. Objectives of an Internship Report

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;

partager son expérience vécue en milieu de stage à la fois avec les enseignants de son programme d'études et le Service des stages en ATE en faisant part de ses apprentissages en entreprise;

5. Provide the Co-op Internship Service with information that allows a better understanding of the internship environment;

fournir au Service des stages en ATE de l'information lui permettant de mieux connaître le milieu de stage;



3. Objectives of an Internship Report

6. Fulfill one of the mandatory conditions of the work-study track, enabling them to receive a mention on their transcript.

répondre à l'une des conditions obligatoires du cheminement en alternance travail - études lui permettant d'obtenir une mention sur son relevé de notes.

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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, thesis...) with a few specific characteristics. 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


- ✓ Cover page
- ✓ Acknowledgements
- ✓ Abbreviations
- ✓ Table of Contents
- ✓ List of tables
- ✓ List of figures
- ✓ Introduction
- ✓ Materials and methods
- ✓ Results and discussion
- ✓ Conclusion
- ✓ References
- ✓ Appendix
- ✓ Summary page



5. Content of the Internship Report

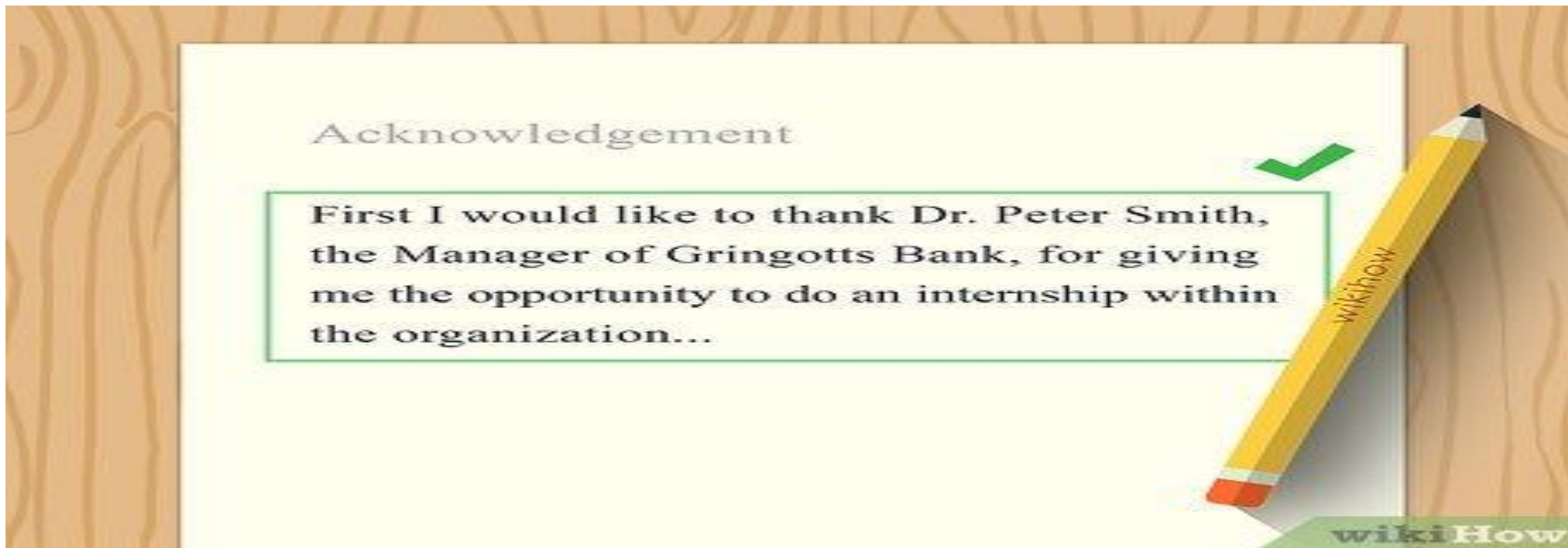
The report includes the same elements as a master's thesis with some specificities.

Title page of an internship report including:

1. The name of the intern (**stagiaire**),
 2. A permanent code,
 3. The title of their training (**sa formation**) 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 (**réalisation**).
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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 and Express gratitude to the people who supported your internship experience, including your supervisor, colleagues, and university mentors.



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 image shows a table of contents on a light-colored paper with a wood-grain background. A green checkmark is next to the word 'Contents'. A blue and black pen with 'wikiHow' written on it is positioned vertically on the right side of the page. The table of contents lists various sections and their corresponding page numbers.

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The text itself composed of an introduction and visible chapters.



1. **Introduction** mentioning their expectations of the internship; what the internship can bring to the student, and then the presentation of the report sections (Purpose of the report, Importance of the internship in your academic and professional growth , Objectives of the internship.

•Introduction y mentionner ses attentes face au stage ; ce que le stage peut apporter à l'étudiants puis la présentation des sections du rapport.



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.

Première partie (Présentation du milieu de stage)


- Les coordonnées de l'organisation (nom, division, service, adresse).
- - Le nom du (de la) superviseur (e) en entreprise, son titre, sa fonction.
- Une description de la raison d'être de l'organisation ou du service, sa mission et un bref historique de son évolution

2. First part (Presentation of the internship environment)

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.).

Une brève description de l'environnement de travail :

- (l'environnement physique (ex. : lieux, caractéristiques, matériel, outils, logiciels utilisés, etc.);
 - l'environnement humain (ex. : organigramme, nombre d'employés, culture organisationnelle, structure, relations interpersonnelles, organisation du travail, etc.).
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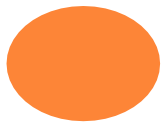
4. Conclusion 1

References 1

Appendices



wikiHow



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.

Deuxième partie (Déroulement du stage)

- Le rôle de l'étudiant (fonctions occupées) dans l'organisation.
- Son intégration dans le milieu de stage.
- L'encadrement et la supervision reçus en entreprise.



4. Third part : professional skills acquired (**acquis professionnels**):

In this section, the student includes:

1. The description of new learnings (**La description des nouveaux apprentissages**).
2. The differences between this experience and their first internship, if applicable.

Les différences entre cette expérience et son premier stage, s'il y a lieu.

3. Their perception of achieving the results the employer expected from them.

Sa perception de l'atteinte des résultats que l'employeur attendait de lui.

4. The challenges encountered, their causes, and the solutions they considered.

Les difficultés rencontrées, leurs causes et les solutions que qu'il a envisagées.



4. Third part : professional skills acquired (**acquis professionnels**):

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.

Les qualités professionnelles que vous vous reconnaissez et les aspects à améliorer (au moins trois de chaque) en regard de vos compétences techniques ou de vos attitudes ainsi que les moyens pour améliorer la 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

Ce que vous reprenez de votre stage : l'impact des stages sur votre formation scolaire et sur vos décisions concernant votre avenir professionnel.



“Wayne Industries is the worst”



“I had a difficult time working at Wayne Industries, but I learned a lot”



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 (**les attentes**) presented in the introduction have been met.
3. Mentions the employment sectors to explore that the internship has opened up to them.

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

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



6. The student during internship

During the work experience period, students must :

- Take notes in a special notebook (cahier de charge),
- Make an organisation chart of the host establishment,
- Ask as many questions as possible.

With the supervisor's approval, it is in the student's interest to:

- Take photographs,
- Collect documents.





GOAL

SKILLS



PERSONAL DEVELOPMENT



Internship



OPPORTUNITY



MENTOR

EXPERIENCES



TRAINING

7. Presentation of an internship report

You need to think about the oral presentation of your internship report when you are writing it.

- The general rules are the same as those covered in the oral presentation section.
- Preparing the oral presentation
 - ✓ Develop a presentation plan.
 - ✓ Preparation of audiovisual aids.
 - ✓ Repetition.
- Mastering communication conditions
 - ✓ Familiarisation with the location of the presentation
 - ✓ The presentation itself.



ATTESTATION DE STAGE

Je soussigné, Monsieur BAHIRENE Mohamed, Directeur des laboratoires, atteste par la présente que l'étudiante SAIT Sabrina , inscrite en 4^o année , Faculté des sciences alimentaires , filière contrôle de qualité et analyses , de l'université A. MIRA Béjaia, a suivi un stage au sein de notre laboratoire, durant la période du 16 / 12 /2006 au 31 /12 /2006.

Cette attestation est délivrée à la demande de l'intéressé pour servir et valoir ce que de droit.

Fait à Bejaia, le 19 /09 /2007

Le Directeur du laboratoire



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