

UNIVERSITY OF BUEA

**THE HIGHER TECHNICAL
TEACHER TRAINING COLLEGE
(HTTTC) KUMBA**

GUIDELINES FOR INTERNSHIP REPORT

MAY 2018

University of BUEA

The Higher Technical Teacher Training College (HTTTC)

Guidelines for Writing Internship Report

This document has been designed to guide students of the Higher Technical Teacher Training Collage (HTTTC) KUMBA on writing their internship reports. All interns are required to strictly respect these guidelines and format prescribed for their internship reports.

Overview

The internship report is a reflection of student's internship and its relationship to his/her studies at HTTTC; namely, how has the theoretical knowledge the student has acquired in his/her courses prepared him/her for this professional experience?

The internship final report should be a formal document written in prose that summarizes the internship experience. First-person (e.g., I observed a high level of collaboration...) style of writing is preferred over the third-person (A high level of collaboration was observed...) because the first-person voice is generally more succinct, has gained acceptance in scientific writing, and is generally more interesting for the reader.

Internship Reports should be the work of the student and not plagiarized (consult the policy and sanctions of the University of KUMBA on plagiarism).

*Questions or comments concerning information contained in this
Guidelines for Writing Internship Report should be directed
to the Division of Training and Orientation of the
Higher Technical Teachers Training College
of the University of Buea*

Guidelines for Writing Internship Report

1. **Paper** Paper should be A4 size, 80 gsm
2. **Font** Times New Roman, size 12 for body of report and size 16 for title.
3. **Justification** The whole document must be fully (left + right) justified
4. **Spacing** The body the report should have 1.5 line spacing
5. **Margin** 2.5 cm for left and right margins, 2 cm for top and bottom margins
6. **Paragraphs and Sections:** Extra blank line before and after every section and subsection. Paragraphs must be separated by blank line (not an indent). Paragraphs must be justified.
7. **Headings and Subheadings:** All headings and their subheadings should be properly formatted.
8. **Language, Punctuations, Spelling and Grammar Check:** Only Standard Formal level of English should be used. Use correct punctuation marks. Spelling and grammar should be accurate.
9. **Page Numbering:** Every page should be numbered. The page numbers should start with 1 from the first page of your chapter 1. All pages before the first chapter should be given Roman numbers (i, ii, iii, etc)
10. **Word Limit:** Number of words limit is 4300 ± 300 for Level 300 and 5300 ± 600 for Level 500 excluding title page, declaration, acknowledgements, content page(s), tables, figures, references and appendices.

Note: The typed pages should be in hard bound binding in black and white colour. A hard and soft copy should be submitted to the Service of Training and Internship at the Division of Practicals of the Higher Technical Teacher Training College of the University of Buea

Obtain a copy of your internship evaluation by your internship supervisor from the Division practicals and attach it and appendix to your report.

Format and Contents of Internship Report

1. Title Page

- Name of the University and School, with UB Logo
- Name of company/firm/organization where you did internship
- Name of student, Student ID (registration number or Matricule)
- Date of submission of internship report
- Supervisor's Name (at the place of internship), title, phone and email address

2. Table of Contents

The table of contents should include:

- Sections and sub section headings
- Page Numbering
- List of tables/graphs/charts

3. Dedication (Optional) (max. 100 words)

Write any dedication note under this section of your report.

4. Acknowledgement (max. 200 words)

In this section you acknowledge the assistance and support of the people who helped you in the completion of your internship and internship report.

5. Executive Summary (400 ± 50 words, on 1 page)

The **Executive Summary** is the most important part of your report. It summarizes the body of the report, outlining its scope, purpose and major findings, highlighting the key conclusions and recommendations. The Executive Summary allows a busy manager to understand the report's significant information without reading the whole text. Write your Executive Summary after you have written the report. Everything important that you have done, discovered and concluded should be mentioned but very briefly.

6. Overview of the Organization (1000 ± 200 words)

- Brief description of the organization
 - Brief history
 - Policy of the organization
 - Products, Competitors, markets
- Organizational chart of the organization
 - Organizational hierarchy chart
 - Number of employees
 - Main offices
 - Introduction of all the departments or services
 - Comments on the organizational chart

In this section, students are expected to collect information on the organization from various sources including interaction with the personnel (managers, directors, internship supervisor, colleagues etc.) and company website, documents, brochures etc. Ensure you mention the sources of any information in APA format.

7. Plan of your Internship Programme (300 ± 50 words)

- A brief introduction of the branch/area office of the organization where you did your internship.
- Starting and ending dates of your internship
- Starting and closing times
- Name of the department(s) in which you got training and the duration of your training in each department.

8. Training Programme(1000 ± 300 words)

- Detailed description of the operations/activities performed by the department(s) you worked in.
- Detailed description of the task(s) assigned to you OR detailed description of the project assigned to you.

9. Organizational/Departmental/Branch Critical and SWOT Analyses(1300 ± 200 words)

This is the core of the internship report as it would bring into sharp focus the analytical and observational skills of the student. It is in this section that you relate the theoretical concepts with your practical experience during your internship in the organization. You should use the SWOT analysis by clearly describing the strengths, weaknesses, opportunities and threats of the organization where you have done internship. The section must encompass analytical scrutiny of the organization's various functional aspects and should discuss;

- Internal potency (relating to vision, strategy, leadership, product, technological knowhow, finance, human resources, business linkages etc.) which will help to meet the goals/objectives/targets and fight of threats
- Internal deficiencies hindering the organization's efforts in achieving their targets.
- External circumstances/trends/opportunities that favour the organization in achieving their targets.
- Any external threats/challenges that will decrease the organization's effectiveness and productivity.
- Identification of main problems.

10. Conclusion(250 ± 50 words)

In this section you are required to describe the organization according to your evaluation/assessment in the light of the critical and SWOT analyses.

11. Recommendation(250 ± 50 words)

In this section you are required to suggest solutions for all the problems or discrepancies (you have pointed out in the critical/SWOT analysis) found in the organization.

12. Learning Outcomes(500 ± 100 words)

This is the section in which you are required to focus your cognitive abilities. Your discussion should focus on;

- What was accomplished through the affiliation? (through your internship)
- The aspects of your responsibilities that you liked/disliked and why?
- How efficiently did you apply the theoretical knowledge acquired from your courses at HTTTC to the practical situations confronted during the internship?
- How was the internship destined to impact your career advancement?
- What are the implications of your internship to the organization/company and to the University's Internship Programme?
- Any other comments you would deem appropriate and relevant.

13. References/Bibliography

In this section, provide the references and sources in APA format for the data and information used in your internship report.

14. Final Remark

- Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, DO NOT skip any part as every part is included in the evaluation criteria.
- There should be harmony among the ideas that you describe in the Critical analysis, SWOT analysis, Conclusions and Recommendations.
- Internship Report should be submitted within the due date as decided by the Director of the Higher Technical Teacher Training College (HTTTC) Kumba