Report Manual

Internship Program

Semester 3 Academic year 2013

Aviation Industry Management Program

Aviation Personnel Development Institute

Kasem Bundit University

How to do a report on the internship training

This report manual on the internship training aims to assist students to do a report on the internship training and to help mitigate typo error and also to elucidate the structure and to realize the report scope. It is recommended that all students study this report manual thoroughly and present the report in the manner in which it was designed. However, under no circumstances, if or any submitted report failed to comply with the report manual, it will not be deemed admissible.

How to submit a complete report

1. Students are required to submit one complete report.
2. Students are required to submit a complete report using soft file and burn a copy of the complete report on a CD-ROM.

   2.1 Report content (word version 2003)

   2.2 Present the internship training report to the Evaluation Committee utilizing power point 2003 format by attaching the CD-ROM in an envelope in the back of the report (on the back cover) Be certain to include the following information on the CD-ROM.

-First name..... Last name .....
-Student I.D. number / Semester during the internship (i.e. 3/56
- The name of Internship organization

The report format

1. Fonts - All letters must be in black ink, sharp and legible, using the same kind of font throughout the report.
2. Printing Paper - White, no lines, standardized A4, using one page for each paper.
3. Printing format – Utilized APDI format as indicated in the components of the report.

Reminder

Use official language (polite), must type a complete word, if not enough space on each line you must type the whole word do not divide the word by using hyphen eg. Important not im-portant. As for spacing and paragraph setting, use good judgment and good readability. Left side margin should be 1.5 inch. Right side margin should be 1 inch on the top and the bottom margin should also be 1 inch on every page of the report which can be done by measuring from the page number to the border.

4. As for marking of the page, indicate page number on the top right of each page for about 1inch from the border.
5. Creating list of tables (if required), you are required to list them consecutively right after the list of contents (see sample of report format)
6. Creating list of figures and list of illustrations (if required), you are required to list all of the figures or illustrations such as pictures, maps, charts, graphs in the report right after the list of contents by using separate page.

Sample of Report Format

Report

Topic

Training Facility.....

By

Mr./Ms. .....

Student number.....

Internship Training Evaluators

Ajarn.....

Ajarn.....

This report is a partial requirement of AL 475 Apprenticeship

Aviation Industry Management Program

Aviation Personnel Development Institute

Kasem Bundit University

Academic year 2556

Introduction

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First name - Last name.....

Date/Month/Year.....

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Chapter 1
Introduction

1.1 Objectives for receiving internship training at a particular organization and reason(s) upon decision to choose particular organization for the internship which can be categorized as followings:

Students elucidate background, needs, motivation and reason(s) upon decision to choose particular organization for the internship which can be categorized as followings:

- Motivation from the organization.
- Motivation from the nature of the work expected to be responsible for during training.
- Motivation from knowledge and first hand experiences expected to receive during the internship.
- Other motivation.

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1.2 Name and the training facilities

Please clearly indicate name(s) of department / agency and also indicate the venue. Students should introduce the training facility plus incorporating pictures of the facilities, equipments or apparatus related to the training.

Students whose assigned responsibilities involving specialized fields such as warehousing and airline catering shall provide specific name of the particular department (including, pictures).

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1.3 Length of the internship.

- Specify the length of internship (from the very first day to the very last day) .
- Specify work shift(s) (which shift assigned, work schedule) Make certain to clarify the nature of each shift.
- Present student's opinion(s) with reference to work schedule during the internship period (work shift)

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1.4 Position assigned during the internship training.

- Specify your assigned position, responsibilities and the nature of work.
- Give your own opinion(s) about the type of work and your assigned responsibility(ies).
- Give your own opinion(s) on your potential contribution comparing to the assigned work.

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1.5 Internship training supervisor(s)

- Please specify name, last name, position with his or her photo.
- Explain main responsibilities of the Internship training supervisor(s).
- Describe your assigned work and the attentiveness given to student(s) by the assigned supervisor(s).

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Chapter 2
Organizational Data

2.1 Background of the organization

- Background of the organization (in the event that a student perform his or her internship in a separate agency of the organization please also specify the background individually).

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2.2 Philosophy, visions and missions

2.3 Products of the organization

Example

In the event that a student perform the internship training with an airline in the capacity as a ground personnel:

- Please specify the type of service(s) that airline offered in all areas of service provided i.e. flight route, airline flight route, airline fleet, lounge, type of services offer etc.

In the event that a student perform the internship training with an airline catering department:

- Please specify type of service the airline catering department offered such as food service type, type of customers the catering department offers also include menu samples offering to various airliners.

In the event that a student perform the internship training with other organizations

- Please specify main service(s) of the particular organization.

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2.4 Organizational structure.

- Please illustrate organizational chart of the organization and specify a student position within the line of command (hierarchy).

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Chapter 3

Internal data of the organization

3.1 Types of administration and management of the

- Internship organization.
- Intern's opinion(s) towards the internship organization and the administration and management in general.

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3.2 General working procedure and assigned task during the internship

- Please explain general working procedure(s).
- Explain working procedure of your assigned task in detail (attach pictures).

3.3 Problems and obstacles encountered during the internship

- Problems and obstacles encountered and intern's preparation that requires application of prior knowledge and experiences towards the actual work obstacles.
- Problems and obstacles of intern regarding ability to make adjustment towards the real world (supervisors, colleagues).
- Linguistic ability and issues encountered.
- Issues and other obstacles.

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3.4 Problem solving and obstacles encountered.

- Problem and obstacle resolving encountered during the internship and intern's. preparation that require application of prior knowledge and experiences towards the actual work.
- Problem and obstacle resolving of intern regarding ability to make adjustment towards the real world (supervisors, colleagues).
- Linguistic problem resolving ability.
- Issues resolve techniques and other obstacles.

Conclusion

4.1 Expected benefits

- Knowledge.
- Experiences.
- Others.

4.2 Recommendation

4.2.1 Recommendation on the assigned responsibility(ies) i.e.

- Pros and cons of the assigned responsibility(ies)
- Other recommendation

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4.2.2 Recommendation regarding the training facilities.

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4.2.3 Recommendation regarding length of the internship training.

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4.2.4 Recommendation regarding internship evaluation.

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4.2.5 Other recommendation.

Appendix

Biography of Reporter

Intern's photo
(Official photo)

First name-Last name .....
Student Identification number.....
Nick name .....
Birth date Day /mo / year.....
Nationality .....Race.....
Domicile .....
Graduated from (High school).....
Telephone number.....
E-mail.....
Job seeking.....
Desired Organization .....

Student Internship Evaluation Form

Aviation Industry Management Program Kasem Bundit University

First Name - Last name..... Internship Organization.....

Department / Division.....Position.....

Length of Internship.....Total.....hours

	Detail	Very good 5	Good 4	Fair 3	Improve 2	Unsatisfactory 1
1.	Personality and attire					
2.	Behavior and mannerism					
3.	Health and physical fitness					
4.	Honesty and reliability					
5.	Cleverness and common sense					
6.	Courtesy					
7.	Attentiveness					
8.	Attitudes towards self, work and others					
9.	Expression and public appearance					
10.	Work responsibility					
11.	Ability to perform task					
12.	Attention, interest and carefulness at work					
13.	Ability to follow the rules, regulations and Supervisor(s) direction					
14.	Ability to make decision and resolving unexpected problems					
15.	Initiative					
16.	Knowledge seeking					
17.	Emotional Controlling					
18.	Human Relations					
19.	Working knowledge					
20.	Leadership ability					
		Total..... marks				

Remarks

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Student evaluation ☐ pass ☐ fail

☐	90-100	very good
☐	80-89	good
☐	70-79	satis factory
☐	60-69	fair
☐	0-59	fail

..... evaluator's signature

(.....) print name

..... position

(...../...../.....)

APDI STAMP

Log book

Internship Training

Day/month/year	Specifics of job training	Remarks

Other work related documents

1. Table data derived from research or form and other references shall be illustrated by the mean of table so as to make it easy to understand.
2. Utilizing picture attachments help make the explanation clearer such picture attachments could be in the form of photo, drawing, sketching, chart, graph, maps and others, please also incorporate explanation under each photo attachment and vice versa, please specify its origin.

   Example e.g. In case you took a particular picture please indicate as shown below.

Picture 1. The location of Bangkok Air Limited at Suvarnabhumi Airport
Origin : Picture was taken by Miss Kasem Bundit 1 / January / 2013

3. Other work related documents
4. Other work related data aiding readers to easily understand the report