

## Sections

## Role The internship report structure

## Notes

### 1. Title

Precisely reflects the focus of placement

The title of your report should be concise and informative. It should not be vague and general but should encapsulate the essence of the research. The page includes other compulsory elements (name of student, company supervisor, tutor, academic year, diploma, updated logos, etc)

### 2. Acknowledgements

Represents a polite gesture right after the title page

Thank all the people who helped you with the project, without falling under the category of citations.

### 3. **Résumé** in French and **Abstract** or **Summary** in English (for all students)

Provides an overview of the report content

It consists of a paragraph of about 10 lines long (200 -300 words). It is usually located immediately after the title of the paper and the acknowledgements.

### 4. **Table of content:** list of numbered sections in report and their page numbers

Offers a meaningful and logical headings and sub-headings which reflect the contents of each section.

It helps the reader to find specific information and indicates how the information has been organized and what topics are covered. The table of contents should also mention the list of figures and a list of tables if any are used in the report (10).

### 5. Introduction

Explains the topic/context, pb, hypothesis and a bit of theory

It leads the reader from a general subject area to a particular topic of inquiry. It establishes the scope, context, and significance of the research (current background information about the topic). It states the purpose of the work (research problem supported by a hypothesis or a set of questions). It explains briefly the methodological approach used to examine this problem. Potential outcomes which could be revealed by your study. Outline the remaining structure and organization of the paper.

### 6. Body of report

Follows a logical and clear organisational strategy (key ingredient to a good report)

Thematic sections which reflect the content of each mission: detailed objectives, methods, results and interpretation/discussion per mission with intermediary conclusions between sections.

### 7. Conclusion

Summarizes findings & makes recommendations

Recaps the main sections with tasks and results, states the major inferences that can be drawn from the discussion, makes recommendations  
Includes the benefits for the company & a personal and professional outcome, along with the student's future projects.

### 8. References (bibliography)

Lists the publication details of all sources cited/ quoted

List of reference material consulted during research for report. Organized by type of sources. Do not forget to do a last reading/checking

### 9. Glossary for abbreviations & acronyms

Facilitates the search for the meaning of initialisms throughout the report.

It consists of an alphabetical list of abbreviations, acronyms used in the report. Avoid inserting it among appendices (not easily found by the reader).  
List of abbreviations and nomenclature.

### 11. **Appendices** (appendix/ singular)

Contain list of raw datas and detailed calculations

Information that supports your analysis but is not essential to its explanation

**10. Lists of figures, appendices and tables too!**