

Master's degree in Mechanical Manufacturing Engineering

Work Placement

*Methods of work for successful completion of
university studies
Analytical and drafting work
> Protocol and internship report*

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During your internship

Write down your daily activities, impressions, and any information you may find useful.

Make an organizational chart of the company (diagram that represents the organization of the staff). Ask questions about anything that doesn't seem clear to you.

Retrieve any useful documents to explain what the company is doing.

Take photos of: workplace, different departments, colleagues, tasks and special actions ... But it is mandatory to ask permission from your tutor and the people you want to photograph!



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After the internship

Before leaving, review your internship with your tutor. Read your notes and documents. Give an update on the instructions your teacher has given you.

Ask yourself questions :

- **What did you do in the company?**
- **What did you learn?**
- **What surprised you, pleasantly or unpleasantly?**
- **Did your internship go as you expected?**
- **What tools do you know better than at the beginning of your internship, and which tools have you learned to use?**
- **Would you like to work in this kind of business?**
- **Has this internship brought you a more precise career orientation (confirmed choices, new ideas, etc.)?**



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Internship in the company

After the internship

Start thinking about the outline of your internship report.
It must be simple and clear.



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Internship in the company

What is an internship report?

An internship report is a report that allows your evaluator to understand your assignments and the structure in which you have completed a training course.

It highlights what you have done and learned during your internship.



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Internship in the company



How to prepare for the preparation of the internship report?

- Consolidate information on the training environment ;
- Record significant information on a daily basis by means of a follow-up workbook ;
- Report on the meetings with the internship supervisor.

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Internship in the company

How do I write the internship report?

Pre-writing questions :

- What did you learn from your internship?
- What was your contribution to the internship environment?
- Have you met the internship objectives?
- Are there any tools that you discovered during the internship or that you have a better grasp of?
- Do you have more precise career guidance following this internship?



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Internship in the company

Evaluation criteria

A good internship report should meet the following criteria :

- Clear, brief, concise, and objective description of the facts and reflection ;
- Realistic assessment of the achievement of internship objectives ;
- Relationship between theory and practice ;
- Critical evaluation of his internship performance.



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Internship in the company

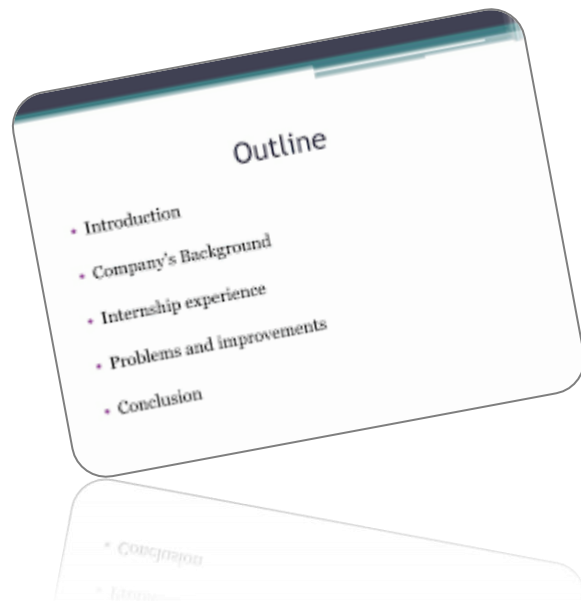
How to submit your internship report?



- **The presentation should be simple, clear, and aerated.**
- **Make short, understandable sentences.**
- **Check your spelling and read it again.**

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Outline of a traineeship report



The **outline of an internship report** often follows a typical structure, regardless of the institution.

Sometimes there are minor differences in the outline of an internship report and just ask whether you need to follow a specific plan or not.

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Structure of the model plan

1. Cover,
2. Cover page,
3. Foreword (optional),
4. Thanks,
5. Contents,
6. List of tables and figures,
7. List of abbreviations,
8. Glossary,
9. Introduction,
10. Development,
11. Conclusion,
12. Bibliography,
13. Annexes.

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Coverage



Cover : attractive visual presentation of your internship report.

The cover page : this is simply an aesthetic presentation page. It can be original and visual. You can simply enter your name and the title of your internship report.

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Coverage

The cover of the internship report, a visual element

The visual aspect of the **internship report cover** is important. You have to work on it to give a good first impression.

The coverage of your **internship report** must :

- ✓ Offer a good visual (thematic if you want) ;
- ✓ Indicate that it is a traineeship report ;
- ✓ Have a title ;
- ✓ Provide your first and last name ;
- ✓ Provide the date of writing or delivery of the internship report.

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Coverage

Examples of coverage of internship report

Here are some examples of internship report covers to inspire you.



Example 1



Example 2



Example 3

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Front page



The front page : intended for the jury (or evaluators), you must enter all the information they need (about yourself, dates of the internship, address of the host company, identity and position of the internship master, etc.)

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Front page



The front page : it contains mandatory information so that your reader can identify you and understand what the document will be about (your name and surname, title of the document, student number, institution, academic year, type of document, ...).

The front page normally designates a blank sheet between the cover and the rest of the document, it presents important information and allows the jury to put annotations if you are making an internship defense.

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Front page



The front page of an internship report is the first item your reader will see. It must therefore make a good impression while relaying the information that your reader needs to be able to identify your internship report (name, company, institution, and dates of the internship ...).

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Front page

What to put in the front page of an internship report?

Mandatory elements

Your internship report home page must comply with certain academic codes and include certain elements :

- Your first and last name ;
- The title of your position ;
- The words "Trainee Report";
- The name and logo of your university (school, university ...)
- The name and logo of the host company ;
- The name and surname of your internship master ;
- The dates of the internship ;
- The addresses of your academic institution and host company.

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Front page

[Name of the institution of training]

[Logo]

[Name of the company]

[Logo]

[Title of internship report]

[surname, first name]

Report on work placement carried out from [date] to [date]

Internship tutor : [name]

Academic Supervisor : [name]

Institution : [diploma prepared, within]

Host company : [company + address]

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Foreword to internship report (optional)



What is the foreword to an internship report?

Foreword to internship report : gathers information about the purpose of the internship report and your motivations. Do not hesitate to write down your impressions (such as your doubts, difficulties, things you enjoyed, etc.).

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Foreword to the internship report

Where should the foreword of your internship report be placed?

The foreword to a traineeship report is just after the front page of the report. It is important that the foreword appear before the acknowledgment of the internship report.

What should be included in the foreword of an internship report?

A good foreword to a traineeship report must contain the following elements :

- ✓ Presentation of the subject and type of document ;
- ✓ Explanation of the reasons or motivations for studying this topic ;
- ✓ The purpose of the work presented ;
- ✓ Difficulties encountered.

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Example of Foreword to Trainee Report

This internship report is the result of a five-month research internship with Cocofina in London, in order to validate my Bachelor's degree in Management. The experience, relationships and interventions of my internship master's have been very useful in refocusing a study that is very broad in scope. I wanted to study a topical and yet little-explored topic: companies specializing in healthy food.

The choice of the subject is, in fact, a direct result of recent developments with the announcement made by the WHO and other international organizations on the danger of certain foods such as meat. Cocofina specializes in coconut products and has therefore allowed me to study this food trend closely.

The aim of this internship report is to highlight the potential and advantages of a food company specializing in a food niche: healthy products.

Gathering the data was not the easiest thing to do, as people working in the food industry are particularly difficult to approach. However, the interviews we conducted shed a great deal of light on the subject.

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Acknowledgements



Acknowledgements : thank all those who contributed to your internship in any way.

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Acknowledgements



The **thanks of a traineeship report** are a mandatory part of the writing (of the plan) and allow you to thank the people who helped you with the completion of your internship report.

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Acknowledgements

The acknowledgments should not be more than one page in Word. In general, half a page is enough.

The acknowledgments of a traineeship report lie between the front page and the summary (after the front page and before the summary).

Acknowledgements

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Acknowledgements

Who to thank in an internship report?

The people who helped and supported you in your internship experience and in the writing of the report are gratefully thanked.

In the acknowledgments of a traineeship report, we find (in order of importance):

1. The placement supervisor ;
2. The teaching team of your school (teachers ...) ;
3. The people who helped you in your internship (to find the internship, colleagues ...) ;
4. Family and friends ;
5. A readership.

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Acknowledgements

Why would you put a thank you in an internship report?

Several arguments can be used as examples in your internship report acknowledgments.

- The fact that your employer or internship teacher-trusted you, shared his passion, was very patient ...
- The welcome of the company team.
- Your interest in your missions (passion, discovery, learning ...).
- The role played by your school team (at the administrative level, in case of problems, for a scholarship ...).
- The importance of this internship for your professional career.
- Specific contributions from one or more persons.

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Acknowledgements

To avoid in his traineeship report thanks !

Thanks in a traineeship report allows you to pay tribute to the people who helped you. However, although this part may be personal, it must respect academic rules.

It is therefore necessary to avoid:

- X** spelling errors ;
- X** a monotonous or too boaty tone ;
- X** overdo it ;
- X** write a whole page, as half a page is sufficient ;
- X** thank everyone: select the people and thank them in order of importance.

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Contents

Table of Contents	
1. Introduction	1
1.1 Background and Context	1
1.2 Purpose of the Document	1
X 2. Literature Review	4
2.1 Overview of Relevant Literature	4
2.2 Key Concepts and Theories	4
X 3. Methodology	7
3.1 Research Design	7
3.2 Data Collection Methods	8
3.3 Data Analysis Techniques	9
X 4. Case Study 1	11
4.1 Case Background	11
4.2 Analysis and Findings	11
X 5. Case Study 2	15
5.1 Case Background	15
5.2 Analysis and Findings	16

Summary : also known as the table of contents, it allows the reader to locate himself in the internship report and to see the outline of the thesis directly.

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Contents

Contents

The summary of your internship report gives the reader an overview of the outline of your internship report.

It is important that your summary be well structured so that the reader understands your different parts.



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Contents

What is an internship report summary?

The summary of a traineeship report follows the outline of the internship report. It must be paged and easy to read.

By reading the summary of an internship report, the reader should be able to review the parts and sub-parts of the plan of the internship report. It should also allow the reader to easily navigate through the internship report and easily return to a part (section) if necessary.

The summary of the internship report is very important as it provides an overview of the plan. This is a brief and paginated list of the titles and headings of the internship report.

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Contents

Where should the summary of your internship report be placed?



The summary is placed immediately after the acknowledgments and before the lists (abbreviations, tables, and figures, glossary) or the introduction of your internship report.

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Contents :
Work required of students



summary

**How do I make an automatic
internship report summary in word?**

(15 days maximum)

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Contents

What should be included in the summary of an internship report?

It should include the following:

- **Foreword (optional)**
- **Acknowledgments (optional)**
- **List of tables and figures (optional)**
- **List of abbreviations (optional)**
- **Glossary (optional)**
- **Introduction**

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Contents

What should be included in the summary of an internship report?

- **Chapter 1**
- **Part 1**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**
- **Part 2**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**

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Contents

What should be included in the summary of an internship report?

- **Chapter 2**
- **Part 1**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**
- **Part 2**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**

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Contents

What should be included in the summary of an internship report?

- **Chapter 3**
- **Part 1**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**
- **Part 2**
- **Subpart 1**
- **Subpart 2**
- **Subpart 3**
- **Conclusion**
- **Bibliography**
- **Annex**

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Contents

Example Internship Report
Summary

Contents

1 Introduction of the Report	4
1.1 Background	4
1.2 Purpose	4
1.3 Data Collection: (Primary/Secondary)	4
1.4 Scope	4
2 Overview of the Organization	5
2.1 Brief overview	5
2.2 Major activities, products, hierarchy, organogram	5
3 What I have Learned	6
3.1 Internship Activities	6
3.1.1 Activity 1	6
3.1.2 Activity 2	6
3.1.3 Activity 3	6
3.2 Conclude by compiling your overall experience	6
4 Analyses	7
4.1 Company level analysis	7
4.2 Market level analysis	7
5 Recommendations & Conclusions	8
5.1 Recommendations	8
5.2 Limitations	8
5.3 Conclusion	8
6 References	9

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List of tables and figures

**You need to refer to your
tables and illustrations.**

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List of abbreviations

List of abbreviations

If you have abbreviations, put the meanings of the acronyms and organize the list in alphabetical order.

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List of abbreviations



In **the list of abbreviations**, you must provide a list of abbreviations for important terms in your document in alphabetical order.

By consulting this classified list, the reader can easily locate the abbreviations defined.

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List of abbreviations

When to use the list of abbreviations?

If you use many technical abbreviations in your document, then it is advisable to provide a list of abbreviations. Some of your readers may not be familiar with some abbreviations, and may find it difficult to understand. The list of abbreviations makes it easier to read your document.



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List of abbreviations

Where should the list of abbreviations be placed?

Place the list of abbreviations at the beginning of the document, immediately after the summary and the list of tables and figures. In this way, readers of your memory will be able to find all the abbreviations that are unknown to them.

Add the list of abbreviations to the head of your table of contents, so that the reader will know clearly that your work includes an explanation of the abbreviations.

If you have only a few abbreviations to explain, you can use footnotes to do so. Then the reader does not have to go back to the beginning of your document for an explanation of these few abbreviations.

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List of abbreviations

Example of list of abbreviations

List of Abbreviations	
Abbreviation	Definition
ANOVA	Analysis of Variance
CI	Confidence Interval
CSV	Comma Separated Value
FMEA	Failure Modes and Effects Analysis
MSE	Mean Squared Error
OR	Odds Ratio
PBA	Process Behavior Analysis
PBC	Process Behavior Chart
QA	Quality Assurance
RMC	Root Mean Square
RR	Relative Risk
SEM	Standard Error of the Mean

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Glossary

If necessary, you can include the definition of certain terms in a glossary.

A glossary is a list of terms in your work that may not be immediately understood by a lay reader.

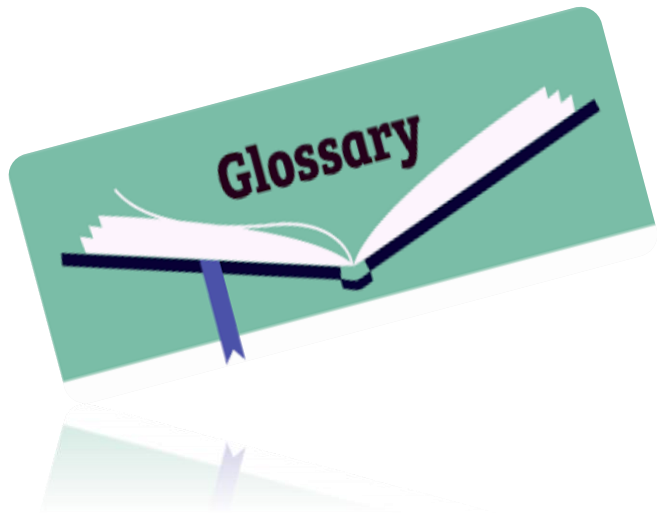
People who are not experts in your field could get lost reading if you Don't explain certain words!



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Glossary

When to use a glossary?



You need to add a glossary when adding it allows for a better understanding and readability of your work.

For example, if you use many technical terms, it is advisable to add a glossary.

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Glossary

Classify the glossary alphabetically

Rank the glossary alphabetically and provide a brief explanation or definition. This ranking makes it easy for the reader to find the terms he or she is looking for.



Where to place the glossary?

Place the glossary at the beginning of the document, immediately after the executive summary (or, after the list of tables and figures or the list of abbreviations, if your document has one).

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Introduction



The **introduction** of an internship report is an essential part, as it is the first part that your reader will read.

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Introduction

The format of the introduction of a traineeship report

The size and positioning of the introduction of the internship report follow special rules that you must follow.



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Introduction

How large should the introduction of the internship report be?

It runs between one and two-word pages.



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Introduction



Where to put it?

The introduction of a traineeship report takes place immediately after the acknowledgments and summary of the report.

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Introduction

**The structure of the introduction of a traineeship report
Here is the outline of the introduction of a traineeship report.**

1. Important parts

- **Hook (quote, highlight ...).**
- **Presentation of the internship.**
- **Quick presentation of the company and its sector.**
- **Brief description of your missions.**
- **Announcement of the outline of the internship report.**

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Introduction

**The structure of the introduction of a traineeship report
Here is the outline of the introduction of a traineeship report.**

2. Optional parts

- **The problem of your report (if you have one).**
- **Training plan or career plan.**
- **Your objectives or expectations for the internship.**
- **The reasons why you chose this internship and this particular company.**

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Introduction

1. Hang

That's the first sentence of your introductory internship report.

In many cases, it is a sentence that refers to current events and is linked to your internship. The hook can also be a quote or excerpt from a study related to the internship, the company or the sector of activity.



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Introduction



2. Presentation of the course

After the hook, you must give information about the internship. You can start by explaining how the internship contributed to your curriculum, how you found it and why you chose this company or sector.

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Introduction

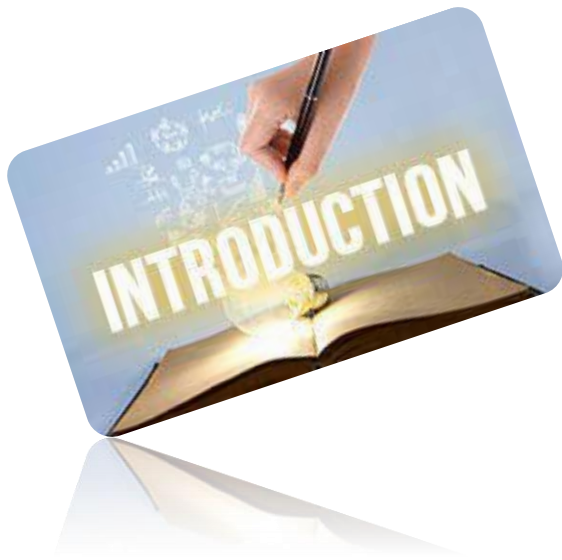


3. Presentation of the company

You explain the company you have chosen and its sector of activity. You can be quite general in your remarks, as you will have to develop this part in the body of your internship report.

Work Placement

Introduction



4. The missions of the course

You address the main tasks entrusted to you, in order to give your readers a taste of the content of your report.

Work Placement

Introduction



5. The problem

Finally, you can state your problem, if you have one. If not, you can proceed directly to the announcement of your plan.

Work Placement

Introduction



6. Announcement of the plan

The announcement of the plan is mandatory in the introduction of your internship report. Here you highlight the different parts of your development.

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Development



Heart of the internship report : of course the most important part, since you will develop all your content, as well as the notes, according to the plan you have chosen and in a style pleasant to read.

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Development



I. The economic environment of the course

A. the sector

1. Presentation
2. The economic sector

B. The enterprise in relation to the sector

1. Company History
2. The company today

Work Placement

Development



II. The framework of the course

1. Description of the social structure
2. Operation

Work Placement

Development

III. The work carried out and the contributions of the course

A. the work carried out

1. The tools at my disposal
2. The missions of the position occupied
3. Peripheral tasks

B. the contributions of the course



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Conclusion



The **conclusion of an internship** report is very important. Some examiners only read the introduction and conclusion of the traineeship report.

The **conclusion** addresses the problem or demonstrates the value of your internship.

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Conclusion



How big should the conclusion of your internship report be?

The conclusion must be concise. In general, one page is enough.

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Conclusion



When to write the conclusion of a traineeship report?

The conclusion of the internship report is drawn up at the end of your writing, it is the overall outcome of the report.

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Conclusion

What is the purpose of concluding an internship report?

The conclusion of the traineeship report must respond to the introduction of the traineeship report, and the problem (if you have one).

Conclusion

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Conclusion

What is the conclusion of an internship report?

The conclusion of a traineeship report is the final part of the document. This is kind of the result of your internship and it must be striking!

The conclusion of the internship report should answer the following questions :

- How did your internship make you feel better about your professional project? What's the matter with you?
- What did he teach you? A method of work, contacts, company experience, knowledge in a particular field?
- Would you like to work in this industry in the future? What's the matter with you?
- What were the positive and negative points of your internship?

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Conclusion

The conclusion of a traineeship report : the structure!

At the conclusion of the internship report, you will need:

- Give your general opinion on the position, the missions and the company ;
- Answer the problem (if you have one in your introduction) ;
- Try to bring an interesting opening to your work.

Remember that the conclusion must summarize your experience and bring a critical look!

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Conclusion

1. Overall summary of the course

Start the **conclusion of the internship** report by introducing your internship and the parts dealt with in the document. You should summarize the major ideas developed in the development of the internship report.

Present the internship quickly: diploma prepared, position occupied, company, duration of the internship ...

Repeat the sections developed in the report.

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Conclusion

2. Inputs and achievements of the course

This part is more personal. You must take stock of the internship in terms of enrichment for your future career and the personal contributions of your experience.

Mention the discoveries and lessons learned: software, corporate culture, etc.

Be critical: what was positive and negative.

Personal and professional contributions.

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Conclusion

3. Responding to the problem of the internship report

It is possible to write an internship report from the prism of a central question-a problem. This will need to be addressed in the conclusion of the internship report.

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Conclusion

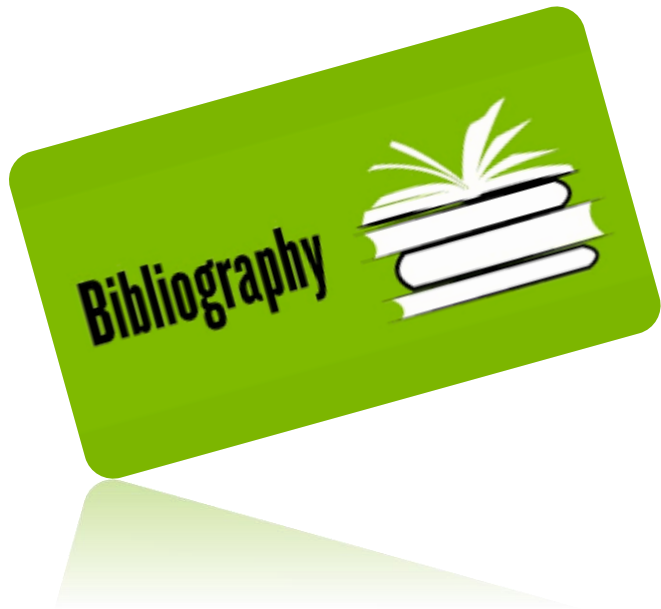
4. Opening of a conclusion of a traineeship report

The conclusion of a traineeship report may offer an opening: a new problem or problem complementary to the one dealt with in your internship report.

You can use an example or a current fact to introduce this new question.

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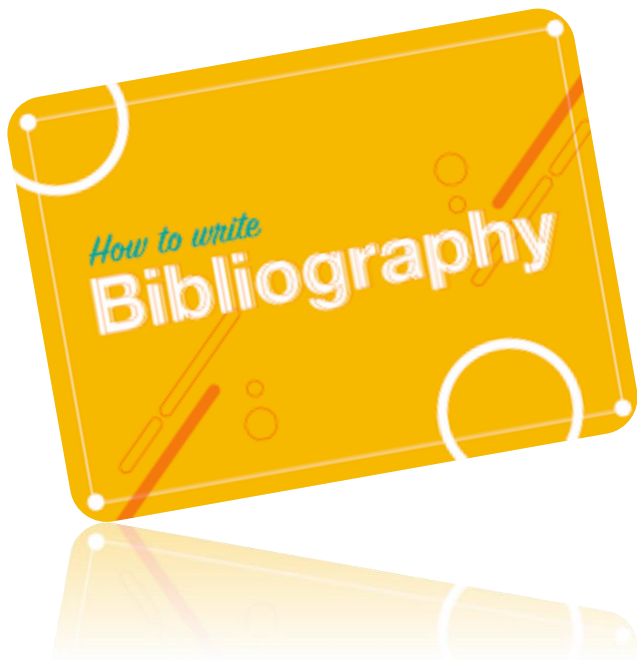
Bibliography



The **bibliography** must be complete and follow the rules of your citation style.

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Bibliography



The first author is the one who appears first in the source. Be careful, for just because an author's name is the first alphabetically, it does not necessarily mean that it is the first author.

Sometimes you may encounter difficulties if you have different publications by the same author or by authors with the same name.

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Annex

Annex : the conclusion is then accompanied by annexes with additional documents (often too large or less necessary for the development part).

You must place all the documents mentioned or used in your appendices, so that the reader can refer to them.



THE ANNEX

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Annex



When creating annexes in Word, you can automatically number them (e.g. Annex A, Annex B ...) Or Annex 1, Annex 2 ...).

It is also possible to include them in a list of annexes.