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**University of Science and Technology of Hanoi**

GENERAL REGULATIONS

FOR THE INTERNSHIP

IN THIRD YEAR OF UNDERGRADUATE SCHOOL

(Issued with Decision No: 079/QĐ-ĐHKHCN of the Rector dated October, 2nd, 2012)

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# What is an internship at USTH?

## General definition

Internships are essential for the professional integration of students and for their personal experience of the “real-world” work environment. USTH, as a new Vietnamese model of university, wants to promote internship especially at the bachelor level. Therefore, internships at USTH have to be considered as part of the academic programs for which the students receive credit hours.

**The internship is a time period where the student achieves one specific project within a host organisation (industry, NGO, laboratory, etc...)**. This project is an application of the theoretical teaching units that the student has completed during the three years of the bachelor and relates directly to their field of study. The student cannot be considered as a “regular” employee of the host organisation and thus cannot work on the regular tasks that are usually given to regular employees.

The conditions and the type of internship are included in a professional project that the student will built during the third year of bachelor with the help of the pedagogic team at USTH. The two main goals of the internship are to

* apply theory and knowledge to the professional environment;
* facilitate the transition from the academic environment at the university to the professional environment.

The internship establishes a legal and pedagogic linked between the student, the university and the professional environment. It will also provide perspective employers an opportunity to observe pre-professionals in a workplace setting.

USTH proposes two types of internships that the student will choose related to their professional project:

**The “research and development” internship**: this internship will take place in a research institute or company. It will focus on a specific research question to be answered by the student through adapted experiments and analyses. This research internship will be an opportunity for the student to gain experience in the research world.

**The “society and development” internship**: this internship will take place in a private company, in a Non-Governmental Organization (NGO), in industry... It will focus on a specific technical area of the host organization. The student will have a specific and defined task and responsibility which will give him the opportunity to gain experience in the “real-world” work environment.

## Length and credit attributed to the internship

The length of the internship at USTH in the third year of Bachelor is 10 weeks minimum (2.5 months). Students can extend their internship up to 26 weeks (6 months), under the acceptation of USTH and the host organization. Students will obtain 9 ECTS (credits) for the validation of the internship that will take place at the end of the academic year (cf. Part VI).

## Objectives

The objectives of the internship for the **student** are as follows:

* gain experience in the professional world and especially the one where the student will conduct its internship;
* answer the research questions which are the focus of the third year professional project;
* apply the theory and methodologies that have been learned during the bachelor teaching;
* develop professional ability and built a professional network;
* provide meaningful work experience;
* help the students to find a future job.

The objectives of the internship for **host organisation** are the following:

* transfer professional knowledge and expertise to the student;
* take possession of all knowledge acquired through the student’s project;
* have the opportunity to test and develop new technologies and experimental processes and procedures;
* gain positive experience through careful planning and execution of details prior to the start of the student’s participation in the program;
* gain a new perspective of the place and roll of their company in the world.

## Status of the student in the host organisation

The intern will not be administratively considered as an employee of the host organisation. For this reason, the intern will not have the mission to execute regular tasks that should be given to an employee. The main goal of the internship is the education of the student.

The intern must follow the internal rules of the host organisation as written in the internship agreement.

The intern has access to the same social and cultural activities as the employees do.

## Obligations and responsibility of the three parties

The **student** has the obligation and the responsibility to:

* achieve its mission and follow the tasks s/he is charged with;
* respect the rules of the host organisationas well as its code and culture;
* respect the confidentiality as defined by the host organisation;
* Write and submit a report before the deadline given in the paragraph VI. The tutor in the host organisation will have to read this report before submission.

The **host organisation** has the obligation and the responsibility to:

* propose an internship that follows the requirements of USTH in terms of the academic program;
* welcome the student and allow him to succeed in his mission;
* provide the intern with an appropriate work area;
* when feasible, provide students with an opportunity to interact with company executives and other employees at social events, staff meetings, and professional development opportunities;
* nominate a supervisor for the student who will:
* provide a CV to USTH administration;
* orientate the student to the corporate culture, including ethical concerns, dress code, and reporting structure;
* guide and advice the student;
* facilitate the students integration in the host organisation;
* give the student access to all necessary information;
* help him acquire the necessary abilities and skills for the internship;
* monitor the work of the student and submit reports (cf. Paragraph VI);
* assess the quality of the student’s work (cf. Paragraph VI);
* advice the studentregarding his/her professional project;
* write an internship certificate describing the tasks of the student to be incorporated in the students CV.

**USTH** has the following obligations and the responsibilities:

* define the objectives of the internship and check that the proposed internship follows these objectives;
* guide and help the student to find an internship appropriate to the student’s professional project;
* prepare the student for the internship;
* monitor the student throughout the internship period by nominating a tutor from USTH;
* the tutor will specifically supervise the writing of the report and will be in charge of the organization of the oral presentation allowing a member of the host organisation to participate.
* provide an evaluation form to be completed by the supervisor (discussed with the student) after the first two weeks, midpoint and conclusion of the internship (cf. documents in appendix).

## Status of the supervisor in the host organisation

In order to support and encourage the supervisor of the host organisation in his mission, USTH offers a salary to the supervisor of 100 USD for each supervised student for the entire period of the internship. One supervisor will be in charge of a maximum of three students from USTH for one academic year.

# Preparation of the internship

## For the student

Define a professional project

The student will define a professional project and will consult with the academic coordinators about its feasibility. The creation of the professional project will help determine the appropriate organisation for the internship.

## For the host organisation

How your Company can participate in the internship program of USTH?

1. Create an Internship Program job description. Include the following information:

• Position Description – be specific in defining a work area, e.g. water treatment, software development; and position duties;

• Length of Internship and desired work dates;

• Name of tutor and/or Mentor;

• Brief description of one to three engineering or research projects that the student would be expected to complete;

• Required technical skills for the job;

• Pay Rate;

• A summary of your Company’s products and activities;

1. What next? When you have completed your information, forward the Internship Program job description to:

USTH, Education and Services Building, 18 Hoang Quoc Viet, CauGiay, Hanoi

Telephone/ Fax: +84-4 37 91 69 60

Email: officeusth@usth.edu.vn;Website: <http://www.usth.edu.vn>

1. Upon request, the academic coordinators of USTH will help you to set up interviews with students. USTH can schedule a private interview room for your convenience. You may also invite candidates to your facility or interview them by telephone.
2. To attract the best pool of students, it is advisable to submit your job description and start the recruitment process at least six months before the internship begins.
3. Depending upon visa status, students may need additional time to complete necessary paper work to meet the visa requirements of your country if different than Vietnam. Our office of International Student Affairs will work with you and the student to accomplish this task.

# Internship agreement between the three parties

## Why an agreement?

For the internship in third year of the Bachelor at USTH, an agreement must be signed by the three parties, e.g. the student, the host organisationand the university. This agreement allows a clear and official relationship between the university, the student and the host organisation and will be used for student insurance purposes during the internship.

The agreement must be signed before the beginning of the internship by the three parties without exception. The internship will be delayed if this is not the case.

## Content of the agreement

Cf. appendix 1.

## Where to find the agreement

The agreement will be delivered by the bachelor department. Four templates will be delivered to each student. The agreement will be signed successively by the student, the host organisation and by the university.

## How to fill the agreement

It is important to complete by hand 4 original templates as copies will not be accepted. The student completes the 4 templates with the help of a representative from the host organisation. Both parties sign the 4 templates.

The student will bring back the 4 completed and signed templates to the bachelor secretaries who will be in charge of obtaining signature from the bachelor coordinators. 2 templates will be given back to the student (one for him, one for the host organisation), and 2 templates will be kept by the university.

## What to do if problems appear between the student and the host organisation?

The student must immediately inform the student’s tutor about the situation. The tutor will be the mediator between the student and the host organisation.

The student will have the options to terminate the student’s internship by breaking the agreement. If problems are not resolved, the student will have the options to start legal action according to the nature of the dispute.

# Internship validation for the Bachelor

To validate the internship and earn the associated 9 ECTS, the student must write a report and make an oral presentation to a jury at USTH. The following paragraphs explain the conditions and the expectations for the report and the oral presentation for the two types of internships (industrial or research) to help the student in this task. The student can also contact its internal supervisor for specific needs.

## The final report

* The student is required to complete the final report for his/her graduation by strictly following the USTH graduated report template (see Appendix 2).
* The student must leave 4 copies of his/her final report at the Bachelor secretary’s desk at least 15 days before the intended oral presentation day which will be assigned to every student at the beginning of the last semester annually or according to the timetable for each academic year.

## The oral presentation

* USTH organises 2 sections of “Internship jury” for 3rd-year students: the first section will take place in July and the 2nd section will take place in October.
* The juries will be chosen by USTH Rector Board to assess the final reports and oral presentations of the students every year. Each jury will be composed of at least three members: the tutor, one representative from USTH Undergraduate School, one external professor or associate professor.
* To assess the internship of each student, the juries have to follow the USTH scoring form (see Appendix 3) in which (i) the behaviour of the student during the internship counts for 10%; (ii) the final report counts for 50%; (iii) the oral presentation counts for 40%. The total score assigned is on a 20 mark scale. *(note: check the most updated regulation of your department)*
* Student who has less than 10/20 for the final score will not earn the 9 credits. In this case, corrections to the report could be asked by the jury to increase the score. *(note: check the most updated regulation of your department)*
* During the oral presentation, the student is strictly required to follow the timetable, which is 15 minutes for the presentation plus 15 minutes for Q&A.
* Presentations should be in Microsoft PowerPoint or Adobe PDF and backed up on a USB key in case of technical problem. The student is required to send the presentation file one day before the oral presentation to the Major coordinator and academic secretary.
* Any breach of the rules for oral presentations (e.g. length of presentation) and the report (e.g. number of pages and incorrect words, figures incorrectly positioned) will be penalized. The students are bound by the rules of the exercise.

# Schedule of the internship

The internship period will take place between the 1st April and the end of September.

## What to do before the internship?

Before the beginning of the internship, the student will be in contact with his tutor and his supervisor to define precisely the place, date and start time of the internship.

## What to do during the internship?

Just after arriving at the host organisation, the student must have the supervisor sign the certificate of arrival (Appendix 4). This document has to be sent to the bachelor secretaries during the first week of internship.

The student will meet with his supervisor in the last week of the internship to evaluate the internship and discuss the report and the oral presentation.

Any modifications of the program require the consent of the tutor and the supervisor.

During the internship, the student is under the authority of the supervisor and will not be able to leave the work place without authorization. In case of bad behaviour, the university will follow internal regulation concerning disciplinary measures.

If the student faces any difficulties, he/she is welcome to consult with the tutor and/or supervisor (cf. Paragraph III. 5).

The student must insure that the evaluation sheets (preliminary and final, cf. Appendix 5) for the student and supervisor are completed and send back to the bachelor secretaries before the deadlines (cf. VI. 4.).

The final report has to be validated by the supervisor before submission to USTH.

## Summarized schedule for the academic year

|  |  |  |
| --- | --- | --- |
| **Date or period** | **Nature of the document/events** | **Address** |
| 1st of April | Beginning of the internship |  |
| Before the beginning of the internship | Internship agreement signed by the three parties | Bachelor department |
| By the end of first week of the internship | Certificate of arrival in the host organisation signed by the supervisor and student | Bachelor department |
| By the end of the 2dweek of the internship | Preliminary evaluation of student | Tutor from USTH |
| By the end of the 2d week of the internship | Preliminary evaluation of supervisor | Tutor from USTH |
| 2 weeks before the Internship jury | Final evaluation of student | Tutor from USTH |
| 2 weeks before the Internship jury  | Final evaluation of supervisor | Tutor from USTH |
| 2 weeks before the Internship jury | Final report of the student validated by the supervisor | Tutor from USTH |
| Mid-July – 1st Internship jury  | * Oral presentation
* The student will attend all the presentations from his field
* Final Jury for bachelor degree
 |   |
| Mid-October – 2nd Internship jury | * Oral presentation
* The student will attend all the presentations from his field
* Final Jury for bachelor degree
 |  |

## Appendix 1

## Internship agreement

|  |  |
| --- | --- |
| C:\Users\Huong Chi\Documents\Logo moi-01.jpg | **INTERNSHIP AGREEMENT**(Name of department) |

**Part 1: the undersigned**

The present agreement determines the relationship between:

University of Science and Technology of Hanoi (USTH),

whose official address is: Building of Education and Service, 18 Hoang Quoc Viet Street, Hanoi, Vietnam

represented by its Acting rector,

AND

The host organization:………………………………………………………

Whose official address is:………………………………
represented by: ……………………….

Regarding the internship of the student,

|  |  |
| --- | --- |
| Full name: |  |
| Class: | Department: |  |
| Current cursus: |  |  |
| Personal address: |  |  |
|  |  |  |
| Phone:…… | Email: |  |

Hereafter called “intern”

**Part 2: The internship**

**Article 2.1 – Internship dates** from ……………………….to …………………

**Article 2.2 – Subject of the internship**

………………………………………………………………………………………………………………………………………………………………………………………………

The host organization will assign the intern tasks and responsibilities in relation to his/her qualification level.

**Article 2.3 – Internship program**

The internship will be supervised by one or several supervisors, under conditions agreed upon by the intern’s supervisor in the host organization and the university internship coordinator as defined in article 3.4.

**Part 3: Internship modalities**

**Article 3.1 – Nature of the internship**

This internship is compulsory to the student.

**Article 3.2 – Time frame**

Weekly duration of the internship:……………….

Weekly schedule:……………………

**Article 3.3 – Internship location**

|  |  |
| --- | --- |
| Organization |  |
| Department/service: |  |
| Address: |  |
|  |

**Article 3.4 – Internship supervision**

1. USTH internship supervisor (representing the intern’s department of affiliation)

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Title: |  |
| Phone: |  | Email: |  |
| Address: |  |
|  |

1. Internship supervisor in the host organization

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Title: |  |
| Phone: |  | Email: |  |
| Address: |  |
|  |

**Part 4: Responsibilities**

**Article 4.1- Rights and obligations of the intern**

1. Dress appropriately for the internship setting and abide by the policies and regulations of the employer.
2. Act professionally; be punctual, dependable, loyal, courteous, and considerate of the employer and other employees.
3. Learn the competencies and skills connected with the activities assigned to the student by the employer.
4. Realize that dishonesty or failure to abide by the policies and regulations of the employer on the part of the intern will result in immediate removal from the internship program.
5. Submit to the University Internship Supervisor:
	1. Preliminary evaluation
	2. Final evaluation
	3. Weekly or monthly reports of activities
	4. Final report at the end of the internship

**Article 4.2 – Rights and obligation of supervisor in host organization**

1. Supervise the intern and accept the responsibility of providing an educational experience for the intern.
2. Provide an opportunity for the intern to use a variety of verbal, written, and interpersonal communication techniques through a diverse set of experience.
3. Assist the intern in developing a desired intern outcome plan at the start of the internship.
4. Inform the intern of his/her progress through timely evaluation.
5. Expect the intern to serve as a productive employee.
6. Abide by all local laws and regulations regarding employment, and worker’s compensation.
7. Complete and submit to the University Internship Supervisor:
	1. Preliminary evaluation
	2. Final evaluation
	3. Desired intern outcomes evaluation
8. Reserve the right to discharge the intern for just cause from the internship site.

**Article 4.3 – Rights and obligation of university internship supervisor**

1. Visit the internship site to coordinate learning experiences, for supervision, and perform evaluations (dependent upon location and distance from USTH).
2. Handle issues, concerns, and complaints through the cooperation of all parties concerned.
3. Review, grade, and offer comments regarding weekly/monthly internship reports of activities, mid-session and final evaluations; and desired intern outcomes evaluation.
4. Remove the student intern from the internship for dishonesty or failure to abide by the policies and regulations of the employer.

If the intern is removed from the internship experience a failing grade will be assigned.

1. Be available, upon request, to assist the company in locating full-time personnel.

**Article 4.4 – Modification and termination of agreement**

In case of modification, an endorsement will be added to the agreement (for example, due to a change of schedule of the internship or the duration of the internship, or a change of supervisor, etc...). The endorsement must be signed by the three parties of the initial agreement before the modification is effective.

In general cases, the student must respect its obligations towards the host organization. The agreement confirms the responsibility of both the student and the host organization. However, in specific cases, the agreement can be broken.

There are several possibilities:

1. Amicable termination: After consultation with the university internship supervisor, the host organization and the student can break amicably the internship agreement, especially if the conditions are unfavourable for the accomplishment of the internship. The termination must be in writing and submitted to the internal supervisor with explanations.
2. Termination by one of the three parties:
	1. The host organization: if the student does not fulfilthe student’s obligations, the host organization can terminate the agreement after discussion with the university internship supervisor. Explanation must be in writing and submitted to the internal supervisor.
	2. The university: when the host organisation does not follow its obligations, the university can terminate the internship agreement by informing the host organisation of its decision.
	3. The intern: the student can terminate the internship agreement if the objectives of the internship cannot be accomplished at the host organisation. The intern must inform the internal supervisor and the supervisor at the host organization about the student’s situation. The termination must be in writing and submitted to the host organization and the university internship supervisor.

In any of the above three cases, the termination will be proceeded by an endorsement to the agreement.

**Article 4.5 – Responsibility and insurance**

1. The intern is fully covered during the internship for civil liability, physical injury and repatriation by USTH insurance
2. In case of any accident affecting the intern either during working time or on the way between the intern’s home and the working place, the representative of the host organization agrees to submit all relevant information to the rector of USTH in a timely manner, using the accident form available from USTH.
3. The host organization shall maintain commercial general liability insurance to cover the intern’s activities within the scope of the internship, or as authorized by the host organization’s representative, for property damage or injury occurring to the intern due to the host organization.

**Article 4.6 – Medical coverage**

1. During the internship, the intern remains covered by the student’s medical insurance for medical expenses.
2. If required, the intern must subscribe to additional coverage in the host country.
3. The host organization and USTH will inform each other, as soon as possible, of any absences of the intern due to medical reasons.

**Article 4.7 – Confidentiality and software**

1. The intern is bound to professional secrecy. The student may not disclose or communicate to anyone, in any form or manner, any scientific or technical information gained during the intern’s internship,unless this information is in the public domain or the intern receives written authorization of the host organization.
2. The intern commits to not making any illicit copiesof software owned by the organization and to not installing any software from external sources onto the host organization’s internal system.

**Article 4.8 - Intellectual property**

1. The results obtained by the intern during internship, whether or not patentable, including software, will be the full property of the host organization. In order to protect from possible intervention, the host organization retains the right to apply for a patent under its name during or after the work carried-out during internship period.
2. The host organization commits itself, if the intern is the inventor, to mention the intern’s name in the patent application.
3. Results obtained by the internship/s may be utilized for scientific publication. The student’s name and USTH are to be mentioned in the co-author list.

**Part 5: Evaluation**

**Article 5.1 – Internship evaluation**

The intern outcomes will be evaluated according to criteria defined by the supervisors. The information will be collected in an “evaluation sheet”. The supervisor at the host organization will return the “observation sheet” provided by the Internship office at USTH.

**Article 5.2 – Internship report**

1. **Scientific report**

The intern is requested to submit a scientific report to the intern’s university internship supervisor at USTH. This report must have been reviewed and approved by the supervisor at the host organization.

1. **Administrative report**

The intern is also requested to submit an administrative report on the intern’s experience during internship to the intern’s university internship supervisor at USTH. This report may be then communicated to different partners as well as other students at USTH.

Established in 4 copies, on (day/month/year) ………..

Internship supervisor from USTH

(name, signature)

Internship supervisor from host organisation

(name, signature)

Intern

(name, signature)

Representative from USTH

(name, signature)

Representative from host organisation

(name, signature)

## Appendix 2a

## Instructions for research and development report internship

**Instructions for research and development report internship**

1. **General Structure**

The internship report should have the following structure:

* Hard Cover page (cf. form below)
* Index of contents
* Acknowledgements
* List of abbreviations
* List of Tables
* List of Figures
* Abstract
* Introduction (global context, literature review, main questions and objectives)
* Materials and Methods
* Results: description of the student's own research, procedures and results
* Discussion and conclusion: interpretation of the student's results; conclusions and review of the results; comparison with other research; critical assessment of the student's own work; limitation of the study
* References
* Appendices/Annex

**II. Instruction for the manuscript**

* Cover page and title page (name of student / year / title of the thesis / title of course, supervisor name, laboratory name where research has been conducted), USTH logo and words in the centre of the cover sheet (see the forms 1a and 1b).
* Number of pages: no more than 25 pages, from the first page of introduction to the last of discussion, including bibliography references. 15 pages are authorized for the annexes, which are not included, but in addition to the 25 pages maximum.
* Summary: no more than 250 words, in English and in Vietnamese
* 6 key words
* Introduction: include the presentation of the problem with the scientific background.
* Scientific objective of the internship: submit your goal and summarize the strategy in2-3 concise sentences.
* Methodology: present in this section the materials and the methods you have used. Methods have to be presented not in the form of a bench protocol but rather in a style suitable for publication (a paragraph of complete sentences) and include all information necessary for a third person to reproduce your experiments (in detail but condensed).
* Results: in this section present your data including necessary statistical tests and analysis. Be concise, but precise and complete.
* Discussion: in this section you have to do a critical analysis and discuss the results you obtained in regards to the data already available in the scientific literature. In case of failure you have to analyse the reasons and propose an alternative strategy. In case of success you have to state the essential new information your work has given to solve the scientific problem and about the immediate perspective that it opens.
* Conclusion: the conclusion recapitulates the main achievements of your work and the main perspectives it opens.
* Note references in the following formats:
	+ - Cite references in the text by name and date of publication and not by number.
		- Cite in the text all unpublished results, including personal communications and submitted manuscripts (e.g. R. Goldberg and K. Jofuku, unpublished results).
		- In the reference list by alphabetical order: Author, A.B., and Author, B.B. (2006). Title of article. Name of the review, volume, pages. Don’t use the author’s first name as his/her name.
		- We recommend that you use the reference manager program “End note”.
		- A total of 20 references should be considered maximum

***Corpus:***

• Font: Time New Roman 13 pts

• Margins: 2.5 cm to each side

• Line spacing: 1.5 spacing

• Maximum number of pages: 25 one-sided, numbered

In general, the style of the intern’s report should conform to the rules of grammar and spelling, be clear and well-reasoned. Copying text from the internet or any other source, and passing them off as your own is plagiarism, and will not be tolerated. Reference all texts that you use from another author. Be very careful using any translation software.

***Figures and Table:***

Figures have to be integrated in the version of text pages, just in front of the corresponding text. A figure has to have a legend that allows the figure or table to be understandable by itself (independently of the text). All figures have to be numbered with Arabic numbers and referenced in the text (Fig.1). Tables have to be numbered with roman numbers and referenced in the text. Figures should be 7.5 or 15 cm in size but still readable. All Figures and Tables should be sized for printout except in the case of long Tables. The size of legends should be 9 pt Arial, line spacing 1.

**III. How to Submit**

* You will have to submit by email in electronic format (RTF or PDF format, the file will be named as Bachelor\_yourMajor\_intakeyear(2015 as example)\_yourname) sent to Administrative secretary of your Department and the coordinator of your Major at least 15 days before the oral presentation, which every student will have been informed of at the beginning of the last S6 semester annually or on another date as set by USTH’s annual academic calendar.

Three paper copies of your report will have to be submitted to the USTH secretary at least 15 days before the intended oral presentation which every student will have been informed of at the beginning of the last S6 semester annually or on another date as set by USTH’s annual academic calendar.

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI

**UNDERGRADUATE SCHOOL**

****

**FINAL REPORT**

**BACHELOR GRADUATION**

By

Student name

Project:

STUDY ON ANTICANCER ACTIVITIES OF SEVERAL VIETNAMESE TRADITIONAL PLANTS

Supervisors: Prof.Dr. NGUYỄN VĂN A

Lab name

Prof.Dr. NGUYỄN VĂN B

Lab name

Jury: name of each jury member and affiliation

**Hanoi, July 2015**

#

# Hanoi, September 2013

#

#

**HàNội, Sept. 2012**

## Appendix 2b

## Instructions for society and development report internship

**Instruction for Final Society and Development Internship Report**

# General Structure

1. **General Structure**

The internship report should have the following structure:

* Hard Cover page (cf. form above)
* Privacy Statement (if required)
* Index of contents
* Acknowledgements
* List of abbreviations
* List of Tables
* List of Figures
* Abstract
* Introduction
* Project Activity:

1. Company and its sector of activity

2. Internship activities

3. Evaluation of the internship

* Conclusion
* References
* Appendices

**II. Instruction for the manuscript**

* **Cover page and title page:** (name of student / year / title of the thesis / title of course, supervisor name, laboratory name where research has been conducted), USTH logo and words in the centre of the coversheet (see the forms 1a and 1b).
* **Privacy Statement (if required):** companies might require a privacy statement (secrecy agreement) which states that the report must not be publicized, copied or made available for a third party.
* **Index of contents:** contents of the report with page numbers, list of tables, list of figures, and references
* **Acknowledgements**
* **List of abbreviations**
* **List of Tables**
* **List of Figures**
* **Introduction:** internship announcement (duration, location, business sector), brief description of company and conduct of internship, problem and report objectives, schedule announcement.
* **Main body:**

**1. Company and its sector of activity:**

+ Give a brief history of the company, including its various departments, full mailing address and relevant web links.

+ Specify: in which sector the company operates in? What are the products and services produced and offered to its customers? Who are regarded as costumers (manufacturers, end users, retailers etc.)?

+ Does the company operate worldwide? If so, in which countries?

+ Provide an organization chart of the company, along with information on the number of employees.

**2. Internship activities:** main part of the report. It should present the activities performed during the internship period.

+ Describe working conditions and functions: Describe your typical working day (working hours), unusual working days (field trip, overtime) etc.

+ Who is your supervisor (include his/her name and his/her position)? Who are other team members or co-workers and what are their functions in relation to you? + Explain your assigned internship tasks and what experiences you have gained throughout your training.

+ Which working tools did you use?

+ Describe and explain the project you were working on and present the results of the project.

+ Did you do some research? If yes, describe the research task and experiments you have done to solve the problem.

+ Compare between theory (things you have learned during your studies) and practice (things you did or observed at the company).

+ Mention difficulties and challenges (familiarization with the new work, language / communication / cultural problems), etc.

**3. Evaluation of the internship:**

+ What skills and qualifications do you think you have gained from the internship?

+ Did the internship meet your expectations?

+ What kind of responsibilities were you entrusted with during the internship period?

+ How do you think the internship will influence your future career plans?

+ How do you think your internship activities are correlated with your university knowledge?

+ What were the main challenges/difficulties?

+ How was the relationship with the internship supervisor and colleagues?

+Would you recommend this company for other USTH students?

* **Conclusion**: key conclusions derived from the internship experience
* **References**
* **Appendices**: charts, graphs, pictures, computer codes, etc.

Note references in the following formats:

* + - Cite references in the text by name and date of publication and not by number.
		- Cite in the text all unpublished results, including personal communications and submitted manuscripts (e.g. R. Goldberg and K. Jofuku, unpublished results).
		- In the reference list by alphabetical order: Author, A.B., and Author, B.B. (2006). Title of article. Name of the review, volume, pages. Don’t use the author’s first name as his/her name.
		- We recommend that you use the reference manager program “Endnote”.
		- A total of 20 references should be considered maximum

***Corpus:***

• Font: Time New Roman 13 pts

• Margins: 2.5 cm to each side

• Line spacing: 1.5 spacing

• Maximum number of pages: 25 one-sided, numbered

In general, the style of the intern’s report should conform to the rules of grammar and spelling, be clear and well-reasoned. Copying text from the internet or any other source, and passing them off as your own is plagiarism, and will not be tolerated. Reference all texts that you use from another author. Be very careful using any translation software.

***Figures and Table:***

Figures have to be integrated in the version of text pages, just in front of the corresponding text. A figure has to have a legend that allows the figure or table to be understandable by itself (independently of the text). All figures have to be numbered with Arabic numbers and referenced in the text (Fig.1). Tables have to be numbered with roman numbers and referenced in the text. Figures should be 7.5 or 15 cm in size but still readable. All Figures and Tables should be sized for printout except in the case of long Tables. The size of legends should be 9 pt Arial, line spacing 1.

**III. How to Submit**

* You will have to submit by email in electronic format (RTF or PDF format, the file will be named as Bachelor\_yourmajor\_intakeyear(2015 as example)\_yourname) sent to Administrative secretary of your Department and the coordinator of your Major at least 15 days before the oral presentation, which every student will have been informed of at the beginning of the last S6 semester annually or on another date as set by USTH’s annual academic calendar.

Three paper copies of your report will have to be submitted to the USTH secretary at least 15 days before the intended oral presentation which every student will have been informed of at the beginning of the last S6 semester annually or on another date as set by USTH’s annual academic calendar.

## Appendix 3

## Scoring form for internship

*(note: regarding this part, please check the most updated regulation of your department)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Student full name** | **Student ID** | **1. Quality of final report (50 points)** | **2. Quality of oral presentation (40 points)** | ***4. Internship grading by supervisor (10 points)*** | **Total (over 100 points)** |
| 1.1 Properly following guideline for thesis report | 1.2 Thesis work has a combination between theory and experiments (simulation or circuit design). Max of 5 points to be given if only theoretical study presented | 1.3 Ability to analyze and assess your experiment result | 1.4 English performance (grammar, vocabulary, writing skills) | 2.1 Composition and quality of slides | 2.2 Quality of student's presentation skills (clear, fluent, logical,..) | 2.3 Quality of the thesis being reproduced in the presentation | 2.4 Quality of answers to questions  | 4.1 Work quantity | 4.2 Work quality |
|  | 20 | 20 | 10 | 10 | 10 | 10 | 10 | 5 | 5 |
|   |   |   |  No more than 25 pages counted from the first page of introduction tothe last of discussion, including references. 15 extra pages are authorized for theannexes |   |   |   |   |   |   |   |   |   |   |
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|  |  |  |  |  |  |  | *Hanoi, …………………... , ……* |  |  |  |
|  |  |  |  |  |  |  | **Jury member** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | **Jury member** |

## Appendix 4

## Certificate of arrival in the host organisation

**UniversitE des Sciences et des Technologies de Hanoi**

**University of Science & Technology of Hanoi**

**TrưỜng ĐẠi hỌc Khoa hỌc & Công nghỆ Hà NỘi**

**CERTIFICATE OF ARRIVAL FOR INTERNSHIP**

Attn: University of Science and Technology of Hanoi

I, …………………….……………………………………..……. (supervisor’s name), certify that Mr/Ms. ……………………………………………..……. (student’s name) has started his/her internship at ……………………………………………………..….. (name of host organization) from …………………………………....… (starting date).

Hanoi, ……………………………………,.........

|  |  |
| --- | --- |
| **Student’s signature** |  **Supervisor’s signature** |

**University of Science & Technology of Hanoi**

**Telephone:** +84 (0)4 37 91 69 60 **Fax:** +84 (0)4 37 91 69 60

**Email:** officeusth@usth.edu.vn

## Appendix 5

## Preliminary and final evaluation sheet



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|  | **UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**Address: Education and Services Building, 18 Hoàng Quốc Việt, Cầu Giấy, Hà NộiTelephone | Fax: +84-4 37 91 69 60Email: officeusth@usth.edu.vnWebsite: http://www.usth.edu.vn |
| **STUDENT’S FINAL INTERNSHIP EVALUATION FORM** |
| **Student’s name : …………………………….………………………………..****Student’s ID : …………………………….………………………………..****Student’s Major : …………………………….………………………………..** | **Supervisor’s name : …………………………….………………………………..****Company/Laboratory : …………………………….………………………………..****Address: …………………………………………………………………………….. …………………………….… ………………………………………………...........** |
|  **No** | **Part 1: Evaluate the work environment and supervisor** **(Laboratory or company)** | **Please rate the performance of your work environment and supervisor using the scale listed below:** |
| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| 1 | My supervisor provided sufficient preparation for me to begin the bibliography study |  |  |  |  |  |
| 2 | My supervisor provided an educationally meaningful experience |  |  |  |  |  |
| 3 | My supervisor provided me with assignments related to my skills and abilities |  |  |  |  |  |
| 4 | My supervisor provided an adequate number of assignments  |   |   |   |   |   |
| 5 | My supervisor provided enough time to guide me through the internship |   |   |   |   |   |
| 6 | My supervisor provided me with the opportunities to perform progressively more advance tasks |   |   |   |   |   |
| 7 | My colleagues (fellow workers) were friendly and cooperative |   |   |   |   |   |
| 8 | Supervisory staff was reasonable, sincere and fair |   |   |   |   |   |
| 9 | It was easy to adapt to the corporate culture |   |   |   |   |   |
| 10 | The company/laboratory understands professional and ethical responsibilities |   |   |   |   |   |
| 11 | **What changes would you like to see implemented (or to suggest) for the improvement of the internship program at the company/laboratory?** |
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|  **No**  | **Part 2: Evaluate Student's Improvement during the Internship** | **Please rate your following competencies using the scale listed below:** |
| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| 1 | Ability to manage time (organize your own work schedule) |   |   |   |   |   |
|  | Ability to communicate effectively through |
|  2 |  Interpersonal skills |   |   |   |   |   |
| 3 |  English formal presentations |   |   |   |   |   |
| 4 |  English technical writing  |   |   |   |   |   |
| 5 | Ability to work in multidisciplinary teams |   |   |   |   |   |
| 6 | Ability to work creatively |   |   |   |   |   |
| 7 | Recognition of the need for and ability to engage in life-long learning (learn new things by your own) |   |   |   |   |   |
| 8 | Ability to work in a team |   |   |   |   |   |
| 9 | Ability to work independently (initiative and motivation) |   |   |   |   |   |
| 10 | Ability to work dependability |  |  |  |  |  |
| 11 | Problem solving/critical thinking skills |   |   |   |   |   |
| 12 | Ability to apply knowledge of your field to real time projects |   |   |   |   |   |
| 13 | Accomplished all internship objectives |   |   |   |   |   |
| 14 | Learning new skills  |   |   |   |   |   |
| 15 | Making decisions professionally  |   |   |   |   |   |
| 16 | **What aspects would you like to improve the most after this internship?**  |
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| 17 | **What changes would you suggest to improve in the USTH curriculum to better prepare future students for the internship?** |
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 Date: ………………………………….., Student’s signature………………………………………………………..

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|  | **UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**Address: Education and Services Building, 18 Hoàng Quốc Việt, Cầu Giấy, Hà NộiTelephone | Fax: +84-4 37 91 69 60Email: officeusth@usth.edu.vnWebsite: <http://www.usth.edu.vn> |
| **SUPERVISOR’S PRELIMINARYINTERNSHIP EVALUATION FORM** |
| **Supervisor’s name : …………………………….………………****Company/Laboratory : …………………………….………………****Address:…………………………………………………………….** | **Student’s name :...………………………………..………****Student’s ID : .………………………………..………..****Student’s Major : ….…………………………………..** |
|  | **Please rate the importance of different competences that intern needs for his/her internship using the scale listed as follows** | Very important | Fairly important | Important | Slightly important | Not at all |
| 1 | **Punctuality:** Intern arrives to work on time |  |  |  |  |  |
| 2 | **Dependability:** Intern is able to carry out instructions and assignments effectively  |  |  |  |  |  |
| 3 | **Time management:** Intern is able to efficiently schedule tasks so assignments are completed on time |  |  |  |  |  |
| 4 | **Initiative and motivation:** Intern makes appropriate work related decisions, seeks tasks to perform, performs tasks without directions |  |  |  |  |  |
| 5 | **Productivity**: Effectively uses time and energy to complete tasks |  |  |  |  |  |
| 6 | **Quality of work performed:** Intern is able to ensure project quality by producing consistent error-free work |  |  |  |  |  |
| 7 | **Judgment**: Intern is able to make decisions based on logical assumptions that result in reasonable conclusions |  |  |  |  |  |
| 8 | **Creativity**: Intern is able to generate creative solution and develop better ways to perform tasks |  |  |  |  |  |
| 9 | **Adaptability:** Intern is able to adapt behaviors and methods to ensure project success |  |  |  |  |  |
| 10 | **Oral communication skills**: Intern is able to clearly convey a verbal message have it understood by the listener |  |  |  |  |  |
| 11 | **Writing skills:** Intern is able to clearly and concisely communicate ideas with proper organization, structure and grammar |  |  |  |  |  |
| 12 | **Teamwork:**Ability to work in a team |  |  |  |  |  |
| 13 | Ability to apply the knowledge of his/her field to the real time project |  |  |  |  |  |
| 14 | Engage in life-long learning (learn new things) |  |  |  |  |  |
| 15 | **What skills intern needs the most to carry out his/her internship in your company/laboratory?** |
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Date: …………………………,Supervisor’s signature……………………………………………

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| --- | --- |
|  | **UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**Address: Education and Services Building, 18 Hoàng Quốc Việt, Cầu Giấy, Hà NộiTelephone | Fax: +84-4 37 91 69 60Email: officeusth@usth.edu.vnWebsite: <http://www.usth.edu.vn> |
| **SUPERVISOR’S FINALINTERNSHIP EVALUATION FORM** |
| **Supervisor’s name : …………………………….………………****Company/Laboratory : …………………………….………………****Address:…………………………………………………………….** | **Student’s name :...………………………………..………****Student’s ID : .………………………………..………..****Student’s Major : ….…………………………………..** |
|  | **Please rate the performance of the intern during the internship using the scale listed as follows** | Poor | Fair | Good | Very good | Excellent |
| 1 | **Punctuality:** Intern arrives to work on time, everyday |  |  |  |  |  |
| 2 | **Dependability:** Intern is able to carry out instructions and assignments effectively  |  |  |  |  |  |
| 3 | **Time management:** Intern is able to efficiently schedule tasks so assignments are completed on time |  |  |  |  |  |
| 4 | **Initiative and motivation:** Intern makes appropriate work related decisions, seeks tasks to perform, performs tasks without directions |  |  |  |  |  |
| 5 | **Productivity**: Effectively uses time and energy to complete tasks |  |  |  |  |  |
| 6 | **Quality of work performed:** Intern is able to ensure project quality by producing consistent error-free work |  |  |  |  |  |
| 7 | **Judgment**: Intern is able to make decisions based on logical assumptions that result in reasonable conclusions |  |  |  |  |  |
| 8 | **Creativity**: Intern is able to generate creative solution and develop better ways to perform tasks |  |  |  |  |  |
| 9 | **Adaptability:** Intern is able to adapt behaviors and methods to ensure project success |  |  |  |  |  |
| 10 | **Oral communication skills**: Intern is able to clearly convey a verbal message have it understood by the listener |  |  |  |  |  |
| 11 | **Writing skills:** Intern is able to clearly and concisely communicate ideas with proper organization, structure and grammar |  |  |  |  |  |
| 12 | Progress on technical skills |  |  |  |  |  |
| 13 | Accomplished all internship objectives |  |  |  |  |  |
| 14 | Overall performance for the internship |  |  |  |  |  |
| 15 | **What aspects intern needs to improve for her/his future career?** |
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| 16 | **What aspects would you like to suggest for the improvement of the internship program at USTH for future interns?** |
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Date: …………………………, Supervisor’s signature……………………………………………