LICENCE DE LANGUE, LITTERATURE ET
CIVILISATION DES PAYS ANGLOPHONES

Guide for an internship report
or a research paper

Département d'Études des Pays Anglophones

TABLE OF CONTENT

I. Introduction

You have the choice between producing an **Internship Report** or a **Research Paper**. Both should be presented according to formal academic guidelines, detailed in this guide.

What is an Internship Report?

The internship report is a document in English between 5-10 pages long (about 3000 words not including the appendix). It should detail the tasks and responsibilities undertaken during your internship, and what you have learnt about this sector during your time there.

What is a Research Paper?

A research paper is a structured academic essay, based on a clear and reasoned argument. It should be between 10-20 pages long (about 5000 words not including the appendix). You can choose your subject and refine your *problématique* with the help of your academic supervisor.

II. Plagiarism

Plagiarism is using texts, figures, tables, charts and other material taken from somebody else's work, presenting it as if it is you who wrote it. In academic study, to use another person's ideas without properly acknowledging it is not yours to begin with is fraudulent. The university professors have softwares to detect such fraud. Plagiarism is considered as cheating and work found to be plagiarized is penalized, assessed at zero, and a report is sent to the jury of the diploma you are enrolled into.

III. Style sheet

A style sheet is a file that defines the layout of a document (i.e. page size, margins, and fonts, for example.)

Many different style sheets exist, depending on the field you do your research in: very famous ones are MLA (Modern Language Association) mostly used in literature; APA (American Psychological Association) used in academic writing in North America. Here is a summary of the general rules for APA.

The style sheet to be used for both types of report.

Spelling and grammar

Your document will be written in English, so you must carefully check the spelling and grammar of your report. For that, you must proofread your report several times. You should also make use of the the spell check that comes with your word processor (for that, remember to reset the language of your document; you are free to choose British English or American English).

Title page

The title page should resemble what is in this guide. You can be creative for the title page as long as it contains everything required. Remember it is a university document so creativity is not unlimited.

Style

Margins: 1 inch (equivalent to 2,5cm) all around
Font: Times New Roman – 12 points
Spacing: Double
Alignment: Justify
Indent the first line of each paragraph.

Numbering

All pages must be numbered (except the title page); you must have a table of contents. If you include tables and figures, make sure that they are all numbered with appropriate titles and that they are referred to in the text.

Style to refer

For in text reference, include the author's last name, year of publication, and page number. (Do not use the word "page" or the abreviations "p.", just the page numbers.)

Paraphrase example: Dust plays a larger role in our lives than we realize (Holmes 2003: 5).
Direct quotation: Holmes (2003: 5) points out that "between 1 and 3 billion tons of desert dust fly up into the sky annually".

Omit the page number if it cannot be specified (e.g., an internet source).

Reference section

The reference section is in a separate page at the end of your report.
It should include all the documents referred to in the text (and only those).

> *For books*:
> Name, X. (Year). *Title of the book*. Place: Publisher.

> *For book chapters*:
> Name, X. (Year). Title of the chapter. In X. Name (Ed.), *Name of the book,* pages. Place: Publisher.

> *For articles*:
> Name, X. (Year). Title of the paper. In *Name of the journal* (N°): Pages.

> *For websites*:
> Name, X. (year). Title of the article. In *Name of the website*. https://www.url.fr

Your references must be listed in alphabetical order. If you refer to different papers/books of the same author, list them chronologically.

EXAMPLE:

Aarts, B. (2011). *Oxford modern English grammar*. Oxford: Oxford University Press.

Bybee, J. L. (1985). *Morphology: A study of the relation between meaning and form*. Amsterdam: John Benjamins.

Bybee, J. L. (1995). The semantic development of past tense modals in English. In J. L. Bybee & S. Fleishman (Eds.), *Modality and grammar in discourse*, 503-517. Amsterdam: John Benjamins.

Bybee, J. L. (1998a). The emergent lexicon. In M. C. Gruber, D. Higgins, K. S. Olson & T. Wysocki (Eds.), *Papers from the thirty-fourth regional meeting of the Chicago Linguistic Society*, 421-435. Chicago: Chicago Linguistics Society.

Bybee, J. L. (1998b). Irrealis as a grammatical category. In *Anthropological Linguistics* (40): 257-271.

Bybee, J. L. (2006). From usage to grammar: The mind's response to repetition. In *Language* (82): 711-33.

Bybee, J. L. (2010). *Language, usage and cognition*. Cambridge: Cambridge University Press.

Huddleston, R. & G. Pullum. (2005). *A student's introduction to English grammar*. Cambridge: Cambridge University Press.

Slat, B. (2019). Whales likely impacted by Great Pacific garbage patch. In *The Ocean Cleanup*. https://www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch/

Yule, G. (2010). *The study of language: An introduction*. Cambridge: Cambridge University Press.

INTERNSHIP REPORT

Student Name
Student card number

Supervisors: Name of academic supervisor (DEPA)

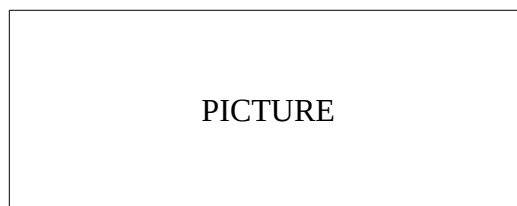Name of Company supervisor (Name of company)

Academic Year

1. Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sed consequat lorem, non fringilla odio. Ut a vulputate sapien. Morbi sit amet dictum magna. Pellentesque vel leo id dolor malesuada tristique vel in risus.

Sed ac pretium lacus. Pellentesque luctus, augue ultricies pretium commodo, orci arcu commodo dui, vel suscipit arcu sapien ut purus. Nulla at felis lacinia, gravida elit sed, auctor quam. Duis euismod mauris sapien, vitae rhoncus ligula elementum sit amet. In fringilla tellus justo, non ultricies enim placerat vel.

2. Title

Fusce Taylor (1985: 27) sem sit "amet lacus mattis, ut vestibulum sapien semper." Sed mattis a quam eu mattis. Sed sit amet ex volutpat, dignissim nisl ac, viverra eros.

Quisque fermentum feugiat eleifend. Sed urna erat, mollis scelerisque molestie ut, aliquet hendrerit ipsum. Cras eu sapien non tortor euismod euismod. Quisque suscipit leo vitae risus rutrum posuere. Pellentesque elementum, ex pretium euismod tempor, lorem elit aliquet ex, quis tristique risus est ac leo. Vivamus at picture 1, eros viverra finibus in nec lorem. Nunc imperdiet vehicula elit at hendrerit.in nec lorem (from Swift, 2017: 23).

PICTURE

Picture 1. Give a name to the picture.

Nam hendrerit mattis mi eu finibus. Donec vitae neque aliquet, porta arcu at, posuere sem. Vivamus at diam ut eros viverra finibus in nec lorem...

…ETC…

TITLE OF THE
RESEARCH PAPER

Student Name
Student card number

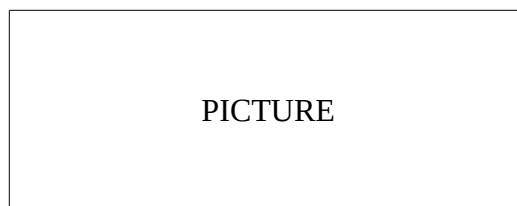Name of academic supervisor
Academic Year

1. Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sed consequat lorem, non fringilla odio. Ut a vulputate sapien. Morbi sit amet dictum magna. Pellentesque vel leo id dolor malesuada tristique vel in risus.

Sed ac pretium lacus. Pellentesque luctus, augue ultricies pretium commodo, orci arcu commodo dui, vel suscipit arcu sapien ut purus. Nulla at felis lacinia, gravida elit sed, auctor quam. Duis euismod mauris sapien, vitae rhoncus ligula elementum sit amet. In fringilla tellus justo, non ultricies enim placerat vel.

2. Title

Fusce Taylor (1985: 27) sem sit "amet lacus mattis, ut vestibulum sapien semper." Sed mattis a quam eu mattis. Sed sit amet ex volutpat, dignissim nisl ac, viverra eros.

Quisque fermentum feugiat eleifend. Sed urna erat, mollis scelerisque molestie ut, aliquet hendrerit ipsum. Cras eu sapien non tortor euismod euismod. Quisque suscipit leo vitae risus rutrum posuere. Pellentesque elementum, ex pretium euismod tempor, lorem elit aliquet ex, quis tristique risus est ac leo. Vivamus at picture 1, eros viverra finibus in nec lorem. Nunc imperdiet vehicula elit at hendrerit.in nec lorem (from Swift, 2017: 23).

PICTURE

Picture 1. Give a name to the picture.

Nam hendrerit mattis mi eu finibus. Donec vitae neque aliquet, porta arcu at, posuere sem. Vivamus at diam ut eros viverra finibus in nec lorem...

…ETC…

IV. Content of the internship report

Title Page

Executive summary
This summarizes your report, it must state all the major point of your project. It should outline the report's scope, purpose and conclusions.

Acknowledgements
The acknowledgments page is *optional.* If you choose to use it, it should appear after the Executive Summary, but before the table of contents.

Table of Contents
This lists all sections and subsections with their corresponding page numbers.

Main Text
1. Introduction
Briefly outline the company and/or department for which you worked. Summarize the work you have done and clearly state the objectives of your project. You can also state the importance of your project and its relevance.

2. Body
The body represents the main part of your report. It should consist of two parts:

Part I: The Company
This section should include a description of the business environment, the kind of business it is (service, manufacturing, non-profit, government), its mission and values, its major markets, its marketing strategies, how it is organized, its employees, and potentially other financial information if available (e.g. annual sales, finances and operating budgets).
(Note: this section should not exceed five pages in length).

Part II: Your Activities/Responsabilities in the Company during your Internship
Here, you will detail your working conditions, time organization (e.g. how many hours per week), equipment used, and tasks performed. You will then discuss the problems you encountered and the solutions you found.
You will end this part by reflecting on what kind of skills you acquired thanks to this experience, and those you may still need to acquire to enter such professional world full time.
This section will vary in length from student to the other depending on the project. However, this part represents your work during the internship and therefore is expected to be longer than part I.
(Note: Part II is the major focus of your report).

Attention: Care must be taken in order to protect the confidentiality of the organization. It is your responsibility to obtain permission from your employer before attaching any company documents to your report. You must respect your company's rules and policies.

3. Conclusions and Recommendations:

For your conclusion, summarize how the objectives stated in the introduction have been met and make some concluding remarks. For recommendations, briefly describe the proposed plans of actions for the future. Keep in mind that conclusions deal with the present and recommendations with the future.

4. Appendices

Any documents and/or information necessary to support an argument or help clarify things mentioned in the body of the report.

5. List of References

Carefully list any books, journals, web sites that you specifically refer to in your report. Be sure to provide full publisher details.

V. Content of the research paper

Abstract
Just before your report, you should write an abstract, i.e. a short summary of your paper in which you explain briefly what the report is about. Remember to write in a clear, simple style; keep it short and effective.

Keywords
At the end of your abstract there should be a list of key words (no more than 4).

Main text

<u>Introduction</u>
Start the section by explaining the reasons why you chose this topic and give general background of your study. Point out issues that are being addressed in the present work, and what your argument is (in French it is called la 'problématique', not to be confused with research questions). End this section by presenting the outline of the text body.

<u>Body</u>
This part will vary according to the field (e.g. literature, history, communication, linguistics, or teacher training) in which you did your research. Consult with your academic supervisor for guidance in your specific area.
There will always be previous studies you need to refer to in order to frame your own research, and explaining these previous findings can sometimes form a part of its own. For a paper where you need to experiment and collect data, you should add a section called **Data** which should include how you collected the data and the method you used to analyse it. This part should be followed by a section detailing your **Results** in which you present the findings of your experiment.
You should end the body with a part called **Discussion** where you analyse your results in relation to what has been found in other studies.

<u>Conclusion</u>
Here, you can summarise your major findings followed by brief discussion on future perspectives.
<u>Important</u>: The conclusion should be very different to your abstract! Here you are showing how the argument presented in the abstract has been investigated and potentially resolved.

References
Proper referencing is fundamental to clarity, and to ensure that you do not plagiarise your support material. See stylesheet before.

Appendices or Supporting Information
Here, you can include anything 'extra' that could not be presented in the text but is important to understand it. For example: the excerpt of a literary work, or texts used to outline a problem in translation, or additional data that is too long to be put in the text itself.

Acknowledgments
Again this page is optional.

VI. Assessment

The following grade descriptors as set below should be understood as what you need to achieve to get a good grade and will be used to assess your written work.

Internship report

Content (from 0 to 10)

For your report to be recognized of a high quality you need to demonstrate that you have a very good understanding of the organization in question and its activities, and indicate the knowledge and skills acquired during the internship. It should also evidence active participation with the host organization and engagement with mentors and peers, and the use of appropriate research resources.

Argument and structure (from 0 to 3)

To be recognized excellent, your work should be organized with a fully coherent structure. The opposite would be a text largely irrelevant, lacking in logical development with no evidence of critical awareness.

Form (from 0 to 7)

Will be considered unacceptable no use of research resources and poorly written.

Research paper

Knowledge (from 0 to 7)

For your work to be recognized outstanding, you need to demonstrate that you have read, assimilated relevant literature about major issues surrounding your topic and incorporated the material into specific argument. Will be considered failing short of the standard expected if reading proves incomplete or inaccurate and shows that you haven't grasped the major issues surrounding your topic.

Argument and structure (from 0 to 5)

To be recognized excellent, your work should be organized with a fully coherent structure around a clear line of argument in response to the question raised. The opposite would be a text largely irrelevant, lacking in logical development with no evidence of critical awareness.

Language and expression (from 0 to 5)

Will be considered unacceptable unclear and imprecise use of vocabulary with weak syntax and grammatical errors.

Scholarly apparatus (from 0 to 3)

Referencing should be complete, accurate, consistent and logically organized.

Pénalités:
- 2 pts si non participation à l'atelier
- 2 pts si aucun enseignant référent (ER) contacté avant le 1er décembre
- 2pts si aucune prise de contact régulière avec l'ER pendant l'année

VII. Some vocabulary

EXPLAINING THINGS

Because of *on account of* *Owing to*	À cause de		*Since* *Given that*	Étant donné que
Considering	Étant donné		*Therefore*	Donc
Due to	Dû à		*In view of the fact that..* *Seeing that...*	Vu que
In view of	Vu, étant donné		*For lack of* *For want of*	Faute de
Thanks to	Grace à		*According to*	Selon
By means of	Au moyen de		*To clarify sth*	Clarifier qqch
To explain sth to sb	Expliquer qqch à qqn		*An explanation*	Une explication

ASKING QUESTIONS AND ANSWERING

To enquire whether *To inquire whether*	Demander si		*To ask/put sb a* *question about sth*	Poser une question à qqn à propos de qqch
An answer to *A reply to* *A response to* (formal)	Une réponse		*In answer to* *In reply to* *In response to*	En réponse à

To add an element:
In addition to (en outre), moreover / furthermore / what is more, on top of that / besides, also / too / similarly …

To give examples:
for instance / for example, such as / like, namely, that is to say, above all …

To express temporal relations:
since, sometimes, at times, while, as soon as, until, once, whenever …

To express a time slot / delay:
meanwhile, in the meantime …

To express a goal :
in order to, so as to   …

- **To give your opinion on the tasks / the internship**

It seems to me that	Il me semble que
My personal opinion is / Personally, I believe	Personnellement je pense que
In my opinion / As I see it / To my mind	À mon avis
From my point of view / To my way of thinking	Selon moi, d'après moi
As far as I am concerned	Quant à moi
I think that / My view is that	Je trouve que
For my part, I	Pour ma part, je
It would appear that	Il semblerait que
On the one hand... on the other hand	D'une part... d'autre part

Finally	Finalement, enfin (dans une enumeration)
An example of *An instance of*	Un exemple de
In the first/ second place	En premier/ second lieu
It should be noted that	Il est important de noter que
To a certain extent *In some degree*	Dans une certaine mesure
To quote	Citer

Eventually	Enfin, finalement
For example *For instance*	Par example
To summarise	En résumé / résumer
A comment on	Une remarque, un commentaire sur
To comment on sth	Commenter quelque chose
In relation to	Relativement à

French	British English	American English
Un stage professionnel	A work placement	An internship
Suivre un stage en entreprise	Take a work placement	Do an internship
Un stage conventionné	An official work placement	An official internship
Une convention de stage	A placement agreement	An internship agreement
Un stage non rémunéré	An unpaid traineeship	An unpaid intership
Un maître de stage	A placement supervisor	A mentor
Un certificat de stage	A training certificate	
Un stagiaire	An intern	
Remerciements	Acknowledgements	
Bibliographie	References	
Annexes	Appendices	