

LICENCE DE LANGUE, LITTÉRATURE ET
CIVILISATION DES PAYS ANGLOPHONES

Guide for an internship report or a research paper

Département d'études des pays anglophones

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I. Introduction

In L3, 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 short 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 software 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. Title page

I.1 Internship Report



Name or Logo of Company

INTERNSHIP REPORT

Student name

Student card number

Name of DEPA academic supervisor

Name of Company supervisor

Academic Year



TITLE OF THE RESEARCH PAPER

Student name
Student card number

Name of Academic supervisor
Academic year

IV. Format

II.1 Report Format

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 - including the following sections (obligatory):

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.

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/Responsibilities 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.

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.

Appendices

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

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.

II.2 Research paper format

Abstract

The first couple of sentences should focus on what the study is about, followed by what the previous major finding have been on this subject. . Remember to write in a clear, simple style (i.e., avoid detailed experimental procedures and data.)

Keep it short and effective. At the end of your abstract there should be a list of key words (not more than 4)

Introduction

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.

Body

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.

Conclusion

Here, you can summarise your major findings followed by brief discussion on future perspectives.

Important: 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. It is important to use a very specific style sheet. See below.

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 and may appear at different points in the text: after the abstract, before the references.

V. Style sheet

Definition

A *style sheet* is a file or form that defines the layout of a document. A *Style Sheet* specifies the parameter you will need to use concerning 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 (**M**odern **L**anguage **A**ssociation) mostly used in literature; APA (**A**merican **P**sychological **A**ssociation) used in academic writing in North America.

Here is a summary of the general rules for APA: http://guides.baker.edu/ld.php?content_id=12263490

Style sheet to be used for both types of report

Your document will be written in in English. It is obligatory to carefully use the spell check that comes with your word processor (free or Microsoft). Frequent spelling errors are not acceptable, considering that this tool is available to you. Remember to reset the language of your document: you are free to choose British English or American English.

Margins

The report must have 1" (equivalent to 2,5cm) margin all around.

Numbering

All pages must be numbered (the title page is not included) and you must have a table of contents.

If including tables and figures make sure that they are all numbered with appropriate titles and that they are referred to in the text.

Styles to write

You need to use the styles that are included into your word processor.

Modify the '**Normal**' one to use fonts such as Times New Roman or Arial with a font size of 12, and set the spacing to Double and the alignment to Justify; that way you will be consistent throughout the report.

For the title page use the style '**Title**' and modify it so that it resembles 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.

For the text itself use '**Title 1**' (that will be used for Introduction, each part of the body, Conclusion, References, Appendices), '**Title 2**', '**Title 3**', that you may modify accordingly to the font you used in '**Normal**'. That way you can create your table of content automatically.

Style to refer

Within the document, parenthetical citation includes the author's last name and page number(s). Parenthetical citations do *not* include the word "page" or "pages" or the abbreviations "p." or "pp.", just the page numbers.

There is a difference between **paraphrase** and **direct quotation**:

Paraphrase example: Dust plays a larger role in our lives than we realize (Holmes 5).

Direct quotation: Holmes points out that, "between 1 and 3 billion tons of desert dust fly up into the sky annually" (5). Since the author is named in the reporting clause, it does not have to be repeated within parentheses.

When there is no author, cite the first word or two of the title and capitalize each word of your shortened version. Place the short title within quotation marks if it is an article or chapter, or italicize it if it is a book.

Omit the page number if it cannot be specified (e.g., an internet source). Some electronic sources (e.g. library databases) will sometimes include a PDF version of the text. If so, use the page number from the PDF version of the document.

The reference page is a separate page (see format).

- List all authors **last name first**, separating names and parts of names with commas. USE ONLY INITIALS FOR FIRST AND MIDDLE NAMES. Use & rather than *and* before the last author's name. The names should be in **alphabetical order**. (see below)
- Place the date of publication in parentheses after the author's name if there is an author; after the title of the book/article if there is not. If no date is given (common for Internet articles) use n.d. for no date. Example: (n.d.).
- Then place the title of books and articles and capitalize only the first word of the title, the first word of the subtitle, and proper names. ALL OTHER WORDS BEGIN WITH LOWERCASE LETTERS. Italicize the titles of books and periodicals, along with any comma or period following. Also italicize volume numbers of journals. DO NOT ITALICIZE, UNDERLINE, OR USE QUOTATION MARKS AROUND THE TITLES OF PERIODICAL ARTICLES.
- Then comes information about the publisher. Give full names of university presses and associations acting as publishers. Give brief names for other publishers, omitting first names (Wiley instead of John Wiley). Omit superfluous terms such as Publishers or Co., but retain Books and Press. All cities in the U.S. need the two letter state abbreviation.
- Use the abbreviation *p.* (for one page) or *pp.* (for more than one page) before page numbers in newspapers or chapters of books, but NOT in other periodicals. When listing page numbers, include all figures: 133-139 (not 133-9).

If two entries have the same author and year (both must be the same), cite them on the reference page in alphabetical order by title of book/article; then designations of a, b, c etc. are given (as follows):
Smith, J. (2009a). *Rise and fall of management systems*. New York, NY: Wiley.

Smith, J. (2009b). *Systems management*. Chicago, IL: Hawthorne Press.

They will be referred to in the text with the letter (ie: Smith, 2009a and Smith, 2009b)

For a website Works Cited Entry, it is the same as to the author(s), date, title, then you need the name of the publisher/organization responsible for the website and the weblink.

Embleton, K., & Helfer, D. S. (2007, June). The plague of plagiarism and academic dishonesty. *Searcher*, 15(5), 23-26. Retrieved from Academic Onefile database.

Spalding, C. (2005). The everything guide to writing research papers: Ace your next project with step-by-step expert advice! Avon, MA: Adams Media.

VI. Assessment

Research paper

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.

These items belong to four different areas:

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.

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.

Defence

A different set of descriptors will be used for the defence of your work in front of a jury.

Content of the presentation (from 0 to 6)

The same qualities of relevance, accuracy and coherence are expected to which you must add the capacity to go to the heart of the matter since you have to present it in limited time.

Discussion with the jury (from 0 to 4)

Will be taken into consideration your capacity to use the questions asked by the jury to complete your presentation and develop ideas that you left out of your written document.

Form (from 0 to 10)

Will be assessed your capacity to express yourself in English taking into consideration that you use the language fluently, and accurately (pronunciation and intonation) that you mark clearly the relationships between ideas, that you communicate spontaneously with good grammatical control without much sign of having to restrict what you want to say (range of vocabulary to avoid repeating yourself), adopting a level of formality appropriate to the circumstances.

References

Assessment detail, Retrieved at

https://sam.arts.unsw.edu.au/media/SAMFile/ASSESSMENT_DETAIL_2015.pdf

Defence And Assessment Of The Master's Thesis, Assessment Guidelines For Examiners, Retrieved at

<https://www.law.kuleuven.be/education/master-thesis-guidelines-for-examiners.pdf>

English Literature Writing Guide, Retrieved at

<https://www.ed.ac.uk/files/imports/fileManager/English%20Literature%20Writing%20Guide%20final.pdf>

APA Stylesheet, Retrieved at <https://www.genesee.edu/library/assets/file/apastylesheet.pdf>

MLA Stylesheet, Retrieved at <https://www.genesee.edu/library/assets/File/MLAStylesheet.pdf>

Appendix: Some vocabulary

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 internship
Un maître de stage	A placement supervisor	A mentor
Un certificat de stage	A training certificate	
Un stagiaire	An intern	
Remerciements	Acknowledgements	
Bibliography-Sitography	References	
Annexes	Appendices	
Soutenance	Viva	Defence or Defense