GUIDELINES FOR INTERNSHIP POSTER AND REPORT

POSTER – A3 Size

(50 Marks)

The contents showing on the poster the students must present

- Who: Your Name and Student ID
- Where: The name and/or logo of the airline / company you have an Internship
- What: You Roles and Responsibilities as Intern and Benefits & Experiences you have obtained from the Airline / Company during your Internship
- How: Pictures presenting your work as assigned

Notes:

- 1. Too much details and strong colors is not recommended.
- 2. Poster layout has to be easy to read and ingeniously attract attention.
- 3. Poster can be submitted as PDF File or JPEG for only student who has an Internship aboard.
- 4. Carefully check spelling and details before submission.
- 5. Deadline for Poster Submission must be followed strictly.

Sample



GUIDELINES FOR INTERNSHIP POSTER AND REPORT

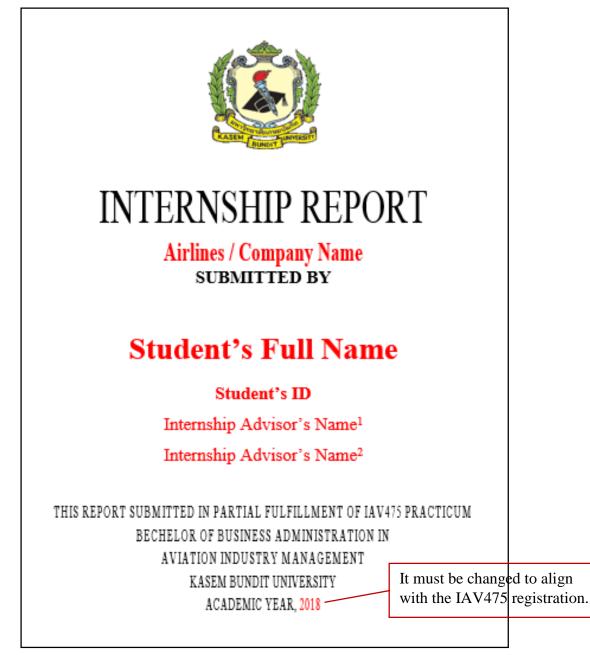
REPORT

(50 Marks)

Contents required for Internship Report are as follow:

- 1. Report Cover
- 2. Acknowledgement
- 3. Contents
- 4. Chapter 1-4
- 5. References
- 6. Appendix

Report Cover



Contents

CONTENTS

CHAPTER 1 - INTRODUCTION x
1.1 OBJECTIVES OF AN INTERNSHIPx
1.2 NAME AND LOCATION OF AN INTERNSHIP x
1.3 PERIOD OF TIME FOR AN INTERNSHIP x
1.4 INTERN DUTIES AND RESPONSIBILITIESx
1.5 INFORMATION OF AN INTERNSHIP SUPERVISORx
CHAPTER 2 - BACKGROUND OF AIRLINE / COMPANY x
2.1 HISTORY OF AIRLINE / COMPANY
2.2 OVERVIEW OF SERVICES / PRODUCTS x
CHAPTER 3 - INTERNSHIP ROUTINE x
3.1 ROLES AND RESPONSIBILITIES x
3.2 SKILLS AND EXPERIENCES x
3.3 INTERNSHIP PROBLEMS AND DIFFICULTIESx
3.4 INTERNSHIP SOLUTIONSx
CHAPTER 4 - CONCLUSION x
4.1 BENEFITS & EXPERIENCES YOU HAVE OBTAINED x
4.2 SUGGESSIONSx
REFERENCESx
APPENDIX LOG BOOK OF INTERNSHIP TRAINING
ADDITIONAL PHOTOS OF YOUR INTERNSHIP (if applicable)
INTERNSHIP BIOGRAPHY

GUIDELINES FOR INTERNSHIP POSTER AND REPORT

Appendix - Log Book of Internship Training

Log book

Internship Training

Day/Month/Year	Specifics of job training Details of daily assignments	Remarks]	
	Details of daily assignments		1	
			k	
				Your Supervisor's
				Signature
]	

NOTE: Internship Log Book with complete details must be scanned and attached for e-Report

***Font: Main Topics – Times New Roman 18
Sub Topics – Times New Roman 16
Contents – Times New Roman 14