

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: Your 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



INTERNSHIP REPORT

Airlines / Company Name
SUBMITTED BY

Student's Full Name

Student's ID

Internship Advisor's Name¹
Internship Advisor's Name²

THIS REPORT SUBMITTED IN PARTIAL FULFILLMENT OF IAV475 PRACTICUM
BECHELOR OF BUSINESS ADMINISTRATION IN
AVIATION INDUSTRY MANAGEMENT
KASEM BUNDIT UNIVERSITY
ACADEMIC YEAR, 2018

It must be changed to align with the IAV475 registration.

Contents

CONTENTS

CHAPTER 1 - INTRODUCTION----- x

 1.1 OBJECTIVES OF AN INTERNSHIP----- x

 1.2 NAME AND LOCATION OF AN INTERNSHIP ----- x

 1.3 PERIOD OF TIME FOR AN INTERNSHIP ----- x

 1.4 INTERN DUTIES AND RESPONSIBILITIES----- x

 1.5 INFORMATION OF AN INTERNSHIP SUPERVISOR ----- x

CHAPTER 2 - BACKGROUND OF AIRLINE / COMPANY----- x

 2.1 HISTORY OF AIRLINE / COMPANY----- x

 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 DIFFICULTIES ----- x

 3.4 INTERNSHIP SOLUTIONS ----- x

CHAPTER 4 - CONCLUSION----- x

 4.1 BENEFITS & EXPERIENCES YOU HAVE OBTAINED ----- x

 4.2 SUGGESTIONS ----- x

REFERENCES----- x

APPENDIX

 LOG BOOK OF INTERNSHIP TRAINING

 ADDITIONAL PHOTOS OF YOUR INTERNSHIP (if applicable)

 INTERNSHIP BIOGRAPHY

