



UNIVERSITE DES SCIENCES ET DES TECHNOLOGIES DE HANOI

UNIVERSITY OF SCIENCE & TECHNOLOGY OF HANOI

TRƯỜNG ĐẠI HỌC KHOA HỌC & CÔNG NGHỆ HÀ NỘI

MASTER IN SPACE & APPLICATIONS M1 INTERNSHIP GUIDELINE

A. Purpose of internship:

At the end of the first year of the master, the students have to attend a 2-month full time internship (July & August 2014). M1 Internship at USTH is considered as part of the academic program, equivalent to 7 ECTS.

This internship will give to the students the opportunity to have a first look at the kind of work they will have to perform during their career, to identify the skills they have to acquire and to apply the knowledge learned during the course to the work environment. In that respect, the internship is mainly devoted to the analysis of a question related to science or engineering.

B. Before internship:

1. The students look for an organization by themselves (A) or choose one of the organizations proposed by Department (B).
2. The students submit the Internship Proposal to Department.
3. The students in case A fill in the Internship Agreement and start the internship
The students in case B: The department contacts organizations to welcome the students (2). Then the students fill in the Internship Agreement to start the internship.

C. During the internship:

The students have to understand the scientific and/or engineering context of their work. Due to the limited length of the training, your work may be a limited part of a larger effort, without specific new results.

D. At the end of the internship:

The students will have to report on your internship work in a document and with an oral presentation following rigorously the instructions given hereafter. The mark for the internship (7 ECTS) will be half from the report and half from the presentation.

INTERNSHIP REPORT AND PRESENTATION

E. Instruction for the manuscript:

- 1 cover page (“INTERNSHIP REPORT”, USTH name & logo, name of Master, student’s name, intake, academic year, title of the topic, supervisor’s name, receiving company/laboratory’s name, place & year)
- Example of content:
 1. Introduction:
Present the aim of the internship. Also, briefly present the organization, so that one understands the practical conditions of your work.
 2. Context:



Present the scientific and/or engineering context, the question(s) to be addressed during the internship

3. Analysis:

Present the professional interactions you have had during the training.

Present the data you have used, obtained or analysed.

Present the method you have used or developed.

Present the tools you have used or developed.

Present the results you have obtained, if any

Do not forget to put your education in practice.

Make a clear difference between the different actors of your training:

- use "I" when it deals with your own work

- use "We" when it deals with the work to which you have participated

- use "They" when it deals with a more general context and/or work from which you benefit but to which you did not take part.

4. Conclusion:

Review the tasks you have done, the results you have obtained (if any). You may add a personal word on the training, explaining your personal feeling about the training; this is intended to help you developing specific skills in the domains you prefer.

5. Bibliography

6. Annex (optional): The students should present their own annex, for example photo and scientific result realized by themselves.

- **Number of pages: about 15 one-sided, numbered, from the first page of introduction to the last of discussion, excluding bibliography references, annexes can be used for extra materials.**

- **Corpus:**

Font: Times New Roman 11 pt

Margins: 3 cm to each side

Line spacing: 1

Align: justify

Color: black

Don't use frames to bound any contains

In general, the clarity of text content (reasoning / grammar / syntax) and its severity (including spelling) will be appreciated. Copy and paste already available text from internet, or already available publications are not allowed. Conversely, all references have to be given. The students should be very careful using any translation software.

In the 4th page of this document is the REVIEW ON THE INTERNSHIP RESULT dedicated to the supervisor. It should be done by the supervisor with certificated by receiving organization (signed and stamped). The Review on Internship Result will be attached into the report as an annex. One original is required.

- **How to Submit**

- The students will have to submit by email in PDF format, with the title of the file [FIST NAME_LAST NAME]_[M1_INTERNSHIP_REPORT_SA] to Ms. Chu Ngoc Ha (chu-ngoc.ha@usth.edu.vn) no later than **September 7th 2014 at 23:59**.
- 1 copy of the report will have to be given or send to USTH secretary no later than **September 8th 2014 at 16:00**.



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- The report should be bound with plastic cover

D. Oral presentation:

Oral presentation will be organized on mid-**September 2014**. Specific date and time will be contacted later.

Presentation: 15 minutes (15 slides max). Content with photos and creative design will be appreciated.

Q&A: 10 minutes

We recommend the students to train before to adjust the presentation to the indicated time
MANDATORY!

Presentations should be in Microsoft PowerPoint and saved on a USB key in case of problem.

Final mark: 50% oral presentation and answering to questions, 50% report!!!



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**REVIEW ON INTERNSHIP RESULT
MASTER IN SPACE & APPLICATIONS**

STUDENT INFORMATION

Full name : Gender :
Date of birth :
Tel : Email :

RECEPTION INFORMATION

Company/ Organization name :
Address :
Supervisor Name : Gender :
Tel : Email :
Title :
Department :

REVIEW ON INTERNSHIP RESULT

1. Internship report

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2. Student's qualification

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3. Student's motivation

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GENERAL REVIEW (Achievement level to Internship of the student)

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Certified by organization of internship
(signed and tamped)

Hanoi,/...../ 2014
Supervisor (signed)