

GUIDELINES IN WRITING A NARRATIVE REPORT IN STUDENT INTERNSHIP PROGRAM

PAGE	NAME	DETAILS
	General Format	<ul style="list-style-type: none"> Font: Arial Font size: 11 Spacing: Double space except every Chapter Title (e.g. INTRODUCTION) Margin: Left: 1.5" inches; other sides: 1 inch Compilation: Soft bind Alignment: Justified Paper: A4
	Grammar	<ul style="list-style-type: none"> Proofread your narrative. Use third person perspective
	Front Cover	<ul style="list-style-type: none"> Morocco color: Orange Format: See attached
	Back Cover	<ul style="list-style-type: none"> Morocco color: Orange Font: Arial Narrow Font size: 10 Spacing: Single space Margin: Top, Bottom, Left: 1"; Margin: 1.5" Format: See attached NOTE: Be sure to remove the text box with the word "Back Cover"
	Blank Page	<ul style="list-style-type: none"> One extra blank page before the title is required.
	Title Page	<ul style="list-style-type: none"> Same as the cover page
	Blank Page	<ul style="list-style-type: none"> One extra blank page before the acknowledgment.
iii Page number is placed at the footer, centered	ACKNOWLEDGMENT	<ul style="list-style-type: none"> This is your opportunity to thank all the people who helped you in completing your internship. But please do include the following: college dean, department chairperson, heads of the HTE or your supervisors, and your coordinator/s. The first sentence of the acknowledgment paragraph should start after three single spaces below the word "ACKNOWLEDGMENT". After the last line in the last paragraph, leave 3 single spaces, then type your name in bold face, uppercase, and affix your e-signature.
Whichever page number follows the acknowledgment	TABLE OF CONTENTS	<ul style="list-style-type: none"> Leave 3 single line spacing between the phrase "TABLE OF CONTENTS" and the word "Page" See attached sample format
Whichever page number follows the table of contents	LIST OF APPENDICES	<ul style="list-style-type: none"> Leave 3 single spaces between the phrase "LIST OF APPENDICES" and the word "Appendix/Page" See attached sample format
1 Page number is placed at the upper right corner of the page. Start of the chapter has imaginary page number.	INTRODUCTION	<ul style="list-style-type: none"> The word "INTRODUCTION" is written at the center of the page, uppercase, and boldface. The first sentence of the introductory paragraph should start after three single spaces below the word "INTRODUCTION" Must contain a brief description about the student internship program in the Philippines (SIPP) training as well as a brief introduction of the HTE.
	Objectives of the Student Internship Program	<ul style="list-style-type: none"> This should be written as a paragraph heading in bold face two spaces after the opening paragraph.

PAGE	NAME	DETAILS
		<ul style="list-style-type: none"> The narrative should have a general objective and specific objectives written in past tense.
	Significance of the Student Internship Program	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two line spacing after the objectives of the student internship program. Stated in paragraph form and should convince the readers of the importance of the internship program.
	Time and Place of the Student Internship Program	<ul style="list-style-type: none"> Written as paragraph heading in bold face two line spacing after the significance of the student internship program. Written in paragraph form stating the month and year the training started and ended and the place where the training was conducted. Time of the study starts on the first day that the student reported up to intern's last day in the HTE. Place or places of the study are the exact department/ office and location of the HTE, and the home address for WFH set-up.
Whichever page number follows the INTRODUCTION. Start of the chapter has imaginary page number.	THE HOST TRAINING ESTABLISHMENT	<ul style="list-style-type: none"> Written as the second chapter of the narrative with the title "THE HOST TRAINING ESTABLISHMENT" Written at the top and center of the page
	Location of the Establishment	<ul style="list-style-type: none"> Written as a paragraph heading in bold face three single line spacing after the chapter title This should be a description of the specific location of the HTE in paragraph form with accompanying location map of the establishment presented as figure
	Profile of the Host Training Establishment	<ul style="list-style-type: none"> Written as a paragraph heading in bold face This section should include the brief history of the establishment including the date when it was established; name of the founder; and other milestones.
	Vision and Mission Statements of the HTE	<ul style="list-style-type: none"> Should be written as a paragraph heading in bold face two single line spacing after the vision and mission statements of the HTE.
	Goals and Objectives of the HTE	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after vision and mission of the HTE The goals and objectives of the HTE
	Organizational Structure of the HTE	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after the goals and objectives of the establishment. Refers to the organizational structure of the whole establishment Present in figure
Whichever page number follows THE HOST TRAINING ESTABLISHMENT Start of the chapter has imaginary page number.	THE TRAINING AREA	<ul style="list-style-type: none"> Written as the third chapter of the narrative with the title "THE TRAINING AREA" Written at the top and center of the page

PAGE	NAME	DETAILS
	Department Function	<ul style="list-style-type: none"> Written as a paragraph heading in bold face three single line spacing after the chapter title Should describe the function of the department where the student intern was assigned Copying of the establishment's operations manual SHOULD BE AVOIDED.
	Organizational Structure of the Department, Functions, and Responsibilities	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after the department function. Should describe and show the organizational set-up of the department where the student intern was assigned and the functions of each position in the department Present in figure (if available)
	Facilities	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after the organizational structure of the department, functions, and responsibilities. Describe the facilities available in the department Should be evaluated in terms of state, adequacy, unique characteristics, and design. Pictures with appropriate captions MUST be included. <p>FOR WORK-FROM-HOME (WFH) SET-UP</p> <ul style="list-style-type: none"> Describe the facilities you have at home that you used. Pictures with appropriate captions may be included.
	Equipment	<ul style="list-style-type: none"> Written as a paragraph heading bold face two single line spacing after the facilities. Should identify and describe the tools (may include both software and hardware), and equipment used in the department and how these tools, and equipment facilitate the performance of the department. Pictures with appropriate captions must be included. <p>FOR WORK-FROM-HOME (WFH) SET-UP</p> <ul style="list-style-type: none"> Describe your own tools, hardware, software, and equipment used to accomplish your training. Pictures with appropriate captions may be included.
Whichever page number follows THE TRAINING AREA. Start of the chapter has imaginary page number.	THE TRAINING EXPERIENCE	<ul style="list-style-type: none"> Written as fourth chapter of the narrative with the title "THE TRAINING EXPERIENCE" Written at the top and center of the beginning page
	Task Performed/ Specific Task Assigned	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after the chapter title Enumerate all the tasks performed and specific activities assigned to the student intern Should include pictures while doing the tasks. Pictures MUST be captioned properly.

PAGE	NAME	DETAILS
		<ul style="list-style-type: none"> Other pictures not related to the tasks should be attached in the appendices.
	Observed Strengths of the Training Area	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spacing after the tasks performed Describe the strong points in the department where the student intern was assigned
	Daily Journal	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single spaces after the tasks performed A sub-heading stating the day number and date (e.g. Day 1: 11 June 2018) should be placed after two single line spaces below the heading, Daily Journal. The student intern should write their daily experiences and/or observations during the student intern's internship program. Include only the experiences related to your practicum. First person perspective is acceptable. See attached sample format May include photos and must be properly captioned.
	Problems Encountered	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spaces after the daily journal Should discuss the challenges or difficulties encountered by the student intern before, during and after the internship program that are work and task related
	Solutions	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single line spaces after the problems encountered Should discuss the steps taken by the student intern to find solutions to the problem encountered. Discuss in chronological order based on how the problems were mentioned. Indicate also if the specified encountered problems were solved or not. Indicate why.
	Over-all Reflections	<ul style="list-style-type: none"> Written as a paragraph heading in bold face two single spaces after the solutions Should discuss the impact of the internship program to the student intern May discuss thoughts, feelings, realization towards the internship program May answer the questions: <i>What have you learned from the internship program as a BSIT or BSCS student?</i> <i>In what areas in information technology or computer science did you improve during the internship program?</i>
Whichever page number follows THE TRAINING EXPERIENCE. Start of the chapter has imaginary page number.	SUMMARY	<ul style="list-style-type: none"> Written as fifth chapter of the narrative with the title "SUMMARY" Written at the top and center of the beginning page One to two pages summary of the report
Whichever page number follows SUMMARY.	REFERENCES	<ul style="list-style-type: none"> Written using the APA (8th ed.) format. The chapter title "REFERENCES" should be written at the top of the page and centered.

PAGE	NAME	DETAILS
Start of the chapter has imaginary page number.		<ul style="list-style-type: none"> All literature sources cited in the narrative report and other materials used as references in preparing the report should be reflected in this section.
	APPENDICES (Divider)	<ul style="list-style-type: none"> Refer to the List of Appendices to see what should be included. Student intern may attach other documents related to the internship program (e.g. contract/internship agreement between the student intern and the HTE; documents included in the Appendices should also be included in the list).

References:

CvSU Form and Style for Narrative Report and Student Teaching Portfolio

CHED Memorandum Order No. 104 Series of 2017



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite

NOTE: Hide the numbers
and this note before
finalizing/printing.

1
2
3
4
5
6
7
8
9
10

NARRATIVE REPORT
STUDENT INTERNSHIP PROGRAM IN THE PHILIPPINES

1
2
3
4
5
6
7
8

FIRST NAME M.I. LAST NAME

1
2
3
4
5
6
7

College of Engineering and Information Technology
Department of Information Technology

1
2
3
4
5

In partial fulfilment
of the requirements for the degree
Bachelor of Science in Information Technology

1
2
3
4
5

Month and Year of Completion

CvSU VISION

The premier university in historic Cavite globally recognized for excellence in character development, academics, research, innovation and sustainable community engagement.

CvSU MISSION

Cavite State University shall provide excellent, equitable, and relevant educational opportunities in the arts, sciences and technology through quality instruction and responsive research and development activities.

It shall produce professional, skilled and morally upright individuals for global competitiveness.

CvSU QUALITY POLICY

We **C**ommit to the highest standards of education, **V**alue our stakeholders, **S**trive for continual improvement of our products and services, and **U**phold the University's tenets of Truth, Excellence, and Service to produce globally competitive and morally upright individuals.

COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY GOALS

The College shall endeavor to achieve the following goals:

1. produce globally competent graduates imbued with technical expertise in engineering, information technology, and allied fields with strong support for environmental preservation and guided by high ethical standards;
2. conduct relevant research and development activities along engineering, information technology and allied fields that would contribute to sustainable development in its service areas;
3. implement effective training and outreach programs that emphasize self-help, critical thinking and life-long learning;
4. manage projects and enterprises along engineering, information technology and allied fields to promote economically viable and environment-friendly approaches and techniques; and
5. establish strong linkages with industries, non-governmental organizations, and other government entities in the local and international arena for the realization of common goals.

PROGRAM OBJECTIVES

After graduation and onwards, the *Information Technology* and *Computer Science* graduates can:

1. engage in teaching information technology education (ITE) courses in HEIs and other learning institutions;
2. provide consultancy services, inspection, testing and investigation, and management services on computer technologies, facilities, and equipment;
3. hold managerial or supervisory position in their own business in public and private institutions, working specifically on data and systems analysis management, and selection, development, application, integration and management of computing techniques; and
4. conduct research and development, training and extension work on information technology services.

TABLE OF CONTENTS

	Page
ACKNOWLEDGMENT	iii
LIST OF APPENDICES	
INTRODUCTION	1
Objectives of the Student Internship Program	
Significance of the Student Internship Program	
Time and Place of the Student Internship Program	
THE HOST TRAINING ESTABLISHMENT	
Location of the Host Training Establishment	
Profile of the Host Training Establishment	
Vision and Mission Statements of the Host Training Establishment	
Goals and Objectives of the Host Training Establishment	
Organizational Structure of the Host Training Establishment	
THE TRAINING AREA	
Department Function	
Organizational Structure of the Department, Functions and Responsibilities	
Facilities	
Equipment	
Standard Operating Procedures	
THE TRAINING EXPERIENCE	
Task Performed/Specific Tasks Assigned	
Observed Strengths of the Training Area	
Daily Journal	
Problems Encountered	
Solutions	
Over-All Reflections	

SUMMARY
REFERENCES
APPENDICES

LIST OF APPENDICES

Appendix		Page
1	Certificate of Completion	
2	Signed recommendation letter	
3	Daily time record (or any document as proof of attendance)	
4	Notarized Student Internship Pledge	
5	Student intern ID (if applicable)	
6	Student internship agreement (if applicable)	
7	Non-disclosure agreement (if applicable)	

Note:

You may include other documents or photos issued to you during your practicum.

Sample Daily Journal

Day 02: 13 March 2013

Today, I dedicated my time practicing and executing programs using Tailwind CSS. As I continue to enhance my skills in utility-first CSS framework, consistent practice, and hands on experience are crucial to becoming proficient in Tailwind CSS development. I reviewed the core concepts and features of Tailwind CSS. I refreshed my understanding of utility classes, responsive design, and the utility-first approach. It was important for me to have a solid grasp of these foundational concepts before diving into more advanced techniques.

My supervisor asked us to create a GitHub account for the upcoming project. I followed the instructions provided by my supervisor and created my GitHub account. I visited the GitHub website and signed up with the necessary details, including my username and email address. Once my account was set up, I explored the platform to familiarize myself with its features and functionalities.

Later that afternoon, I received an invitation from my supervisor to join the team's repository. I accepted the invitation, which granted me access to the shared codebase and project resources. Being part of a team repository on GitHub allows for efficient collaboration, version control, and code review among team members. It enables us to work on different aspects of the project simultaneously while maintaining a centralized codebase. As a member of the team repository, I can now clone the project to my local development environment. This allows me to have a local copy of the codebase where I can make changes, add features, and collaborate with my team members. I can also push my changes to the repository and create pull requests for code reviews and integration.

What a great day it was!