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**MINISTRY OF TRANSPORTATION MINISTRY OF EDUCATION & TRAINING**

**VIETNAM MARITIME UNIVERSITY**



**INTERNSHIP REPORT**

**MAJOR: GLOBAL STUDIES AND MARITIME AFFAIRS**

**TITLE IN TIMES NEW ROMAN 16, BOLD UPPERCASE**

**Student: Times New Roman 14, Bold**

**Student ID: Times New Roman 14, Bold**

**Class: Times New Roman 14, Bold**

HAI PHONG, month/ year

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**MAJOR: GLOBAL STUDIES AND MARITIME AFFAIRS**

**TITLE IN TIMES NEW ROMAN 16, BOLD UPPERCASE**

**STUDENT: NAME IN TIMES NEW ROMAN 14, BOLD, UPPERCASE**

**STUDENT ID: Times New Roman 14, Bold**

**CLASS: Class Name Times New Roman 14, Bold**

**Supervisor**: Times New Roman 14, Bold

**Division:** (Division of supervisor)Times New Roman 14, Bold

**Faculty:** (Faculty of supervisor)Times New Roman 14, Bold

HAI PHONG, month/ year

# **PREFACE**

[Write about the importance/necessities of the internship and acknowledgement of the related organizations, people…]

I confirm that this internship report is my own work, is not copied from any other person's work (published or unpublished), and has not previously submitted for assessment either at Vietnam Maritime University or elsewhere.

**Signature of student**

**[Student name]**

TABLE OF CONTENTS

[Preface i](#_Toc458758346)

[Table of Contents](#_Toc458758347) ii

[List of Abbreviations *(if any)*](#_Toc458758348) iii

[List of Tables *(if any)* iv](#_Toc458758349)

[List of Figures *(if any)* v](#_Toc458758350)

[CHAPTER 1. INTRODUCTION OF THE COMPANY 1](#_Toc458758351)

[1.1. History of development 1](#_Toc458758352)

[1.2. Organizational structure](#_Toc458758355) 2

[1.3. Resources](#_Toc458758356) 3

1.4. Business activities…………………………………………………………….4

1.5. Business results……………………………………………………………….5

1.6. Orientation and Future plans....……………………………………………….6

[CHAPTER 2. NAME OF INTERNSHIP TOPIC](#_Toc458758357) 7

[2.1.](#_Toc458758358) 7

[2.2.](#_Toc458758359) 15

[CHAPTER 3. EVALUATIONS/SUGGESTIONS](#_Toc458758365) 16

[3.1. Advantages/ Strong points](#_Toc458758366) 16

[3.2. Disadvantages/ Weak points](#_Toc458758367) 17

[3.3. Suggestions](#_Toc458758367) 17

[Conclusion](#_Toc458758371) 18

Reference…………………………………………………………………….……..19

[Appendices](#_Toc458758373) 20

**LIST OF ABBREVIATIONS (*if any*)**

CFS Container Freight Station

ICD Inland Clearance Depot

# **LIST OF TABLES *(if any)***

|  |  |  |
| --- | --- | --- |
| Table 1. | Personnel breakdown by certification | 3 |
| Table 2. | … | … |
| … | … | … |
|  |  |  |

# **LIST OF FIGURES *(if any)***

|  |  |  |
| --- | --- | --- |
| Figure 1. | Personnel breakdown by gender | 4 |
| Figure 2. | … | … |
| … | … | … |

# **CHAPTER 1. INTRODUCTION OF THE COMPANY**

## **1.1. History of development**

* Legal name: Millennium Star Logistics Joint Stock Company
* Transaction name:
* Legal form: Joint stock company
* Address: No. 1 Cat Linh, Dong Da, Ha Noi.
* Certificate of business registration number: 0103002086, issued by Hanoi Authority for Planning and Investment.
* Tel: 84.4.38256637
* Fax: 84.4.38251733
* Email: info@msl.com.vn
* …

[Write about the foundation; development history of the company]

**1.2 Organizational structure**

### ***1.2.1. Subsection title (if any)***

### ***1.2.1. Subsection title (if any)***

[Write about the organization structure, how the company’s business functions are assigned, managed and organized. Drawing chart of organizational structure is required.]

**1.3 Resources**

[Facilities, vehicles, equipment, human resources, etc]

**1.4 Business activities**

[List out and give information about business scope of the company; what kind of products and/ or services it provides to customers]

**1.5 Business results**

[Provide data and analyze briefly the cost, revenue and after tax profit of the company in recent years (at least 2 years)]

**1.6 Orientation and Futute plans**

[What are plans and orientations for the future development/ expansion of the company]

# **CHAPTER 2. NAME OF INTERNSHIP TOPIC**

## **2.1. Section title**

**Table 1.** Name of table

|  |  |
| --- | --- |
| **Criteria** | **Quantity** |
|  |  |
|  |  |
|  |  |

*Source: Human Resource Department*

## **2.2. Section title**

### ***2.2.1. Subsection title (if any)***

### ***2.2.2. Subsection title (if any)***

**Figure 1.** Name of figure  
*Source: Human Resource Department*

# **CHAPTER 3. EVALUATIONS/ SUGGESTIONS**

**3.1. Advantages/ Strong points**

### ***3.1.1. Subsection title (if any)***

### ***3.1.2. Subsection title (if any)***

**3.2 Disadvantages/ Weak points**

**3.3. Suggestions**

[Based on previous information and analysis of performance of the company, provide your own observation through the internship and assessment of the company’s competitiveness that shows advantages and disadvantages. Then give suggestions if any]

# **CONCLUSION**

[Conclude your internship result in regard to its importance, purposes, necessities and your own expectation. What are your achievements and experiences after the internship?]

# **Reference**

1. Drucker, P (2012), *Managing the non-profit organization*, Routledge, London. Available from: Ebook Library. [29 September 2015].
2. Weida, S & Stolley, K (2013), *Developing strong thesis statements*. Available from: https://owl.english.purdue.edu/owl/resource/588/1/. [13 October 2015].
3. VLA (2016) *Vietnam’s Logistics Market: Exploring the Opportunities*. Available from: <http://vla.info.vn/?frame=news_detail&id=2499> [26 July 2016].

# **APPENDICES**

[Attach all the document relating to your internship report]

**Format:**

* Written in English
* Paper size: A4
* Font: Time New Roman, 13pt
* Title: 16pt, uppercase, bold; section title: 14pt, bold; subsection title: 13pt, bold, italics
* Margin: Left: 3cm, Right: 2.5cm, Top: 2cm, Bottom: 2cm
* Page number: at the right of the bottom of the page
* Line spacing: 1.5; Paragraph spacing: before 6pt, after 6pt
* Length: >= 20 pages
* No plastic outside the cover page