

HARMONIZED GUIDELINES FOR REPORT WRITING

- **Paper to use:** A4 Sheet
- **Font:** Time new roman front size 12
- **Line Spacing:** The space between lines should be 1.5.
- **Margin:** the margin should be 2 cm for the left and right and 1.5 cm for the top and bottom
- **Headings and subheadings:** Headings should be written in capital letters while subheadings in small letters.
- **Language, punctuations and spelling of words:** Use standard formal English. Use correct punctuation marks. The spelling of words should be accurate.
- **Page Numbering:** Every page should be numbered. The page numbers should start with 1 from the first page of your chapter1. All pages before the first page should be given Roman's numerals (example: certification, attestation, abstract, resume, table of contents, list of tables, list of figures, list of abbreviations, dedication, acknowledgement...)
- **Word limit:** The number of word limit should be found in the interval 25 to 50 pages starting from the GENERAL INTRODUCTION and ending at CONCLUSION

➤ COVER PAGE

- Name and logo of the school.
- Name and logo of the company.
- Name of the student, diploma of the student and its registration number.
- Name of the Academic and Field supervisor (See samples below)

➤ PRELIMINARY PAGES

An internship reports begins with the i- pages before the General introduction, followed by page 1 which is the page of general introduction (report proper) which has 2 parts with each parts having 2 chapters each.

➤ APPROVAL

➤ CERTIFICATION

A paragraph containing the registration number of the student, the department, option, name of both supervisors, the date and their signatures (See samples below)

➤ **DEDICATION**

This section consists to write a dedication to any member of your family that is dear to you or to your entire family (See samples below).

➤ **ACKNOWLEDGEMENT**

In this section you acknowledge the assistance and support of the people who helped in the completion of your report and your internship report.

➤ **ABSTRACT**

The summary describes briefly all the problem statement the perspective taken and results obtained.

➤ **RESUME**

It is a translation of the abstract in French

➤ **TABLE OF CONTENTS**

The table of contents should comprise: *Heading and subheadings with their page numbers.*

➤ **THE LIST OF FIGURES**

List of all the diagrams with their page numbers.

➤ **THE LIST OF TABLES**

List of all the tables with their page numbers.

➤ **THE LIST OF ABBREVIATIONS**

The definition of terms in short form

➤ **GENERAL INTRODUCTION**

- *Introduction*
- *Justification of the topic*
- *Problem statement*
- *Objectives of the internship*
- *Plan of work*

❖ CHAPTER 1: PRESENTATION OF THE COMPANY

- General Description of the company and localization plan to describe the company position,
- Presentation of the different departments of the enterprise.
- Organizational chart of the enterprise.
- Products (services) of the company and its clients.

❖ 1.2: INTERNSHIP ACTIVITIES

- Starting and closing dates of the internship.
- Working hours.
- Description of the various tasks assigned to you during the internship.
- Detail description an activity carried out related to the problem
- Benefits from the internship
- Difficulties encountered during our internship
- Problem statement

❖ CHAPTER 2: LITERATURE REVIEW OF THE SYSTEM

- Definition of System
- History / Origin
- Review of the System (comparism with old (existing-manual) and present system)

i.e. brief resume of what the system is all about, its characteristics, advantages and disadvantages.

❖ CHAP 3: DESIGN AND IMPLEMENTATION THE SYSTEM

This part talks about the methodology used to build or develop the system.

- **Methodology** i.e. (This chapter permits us to discuss all the analysis and data of an X Management system. We shall use UML diagrams, due to the fact that it is the method we know and that we have studied. To achieve successive studies, we shall pass through a series of step-by-step stages (procedures).
- **SYSTEM DEVELOPMENT LIFE CYCLE**
 - **SYSTEM REQUIREMENT** (which consist of Functional n Nonfunctional Requirements)
- *The functional requirements* are user “visible” features that are typically initiated by developers of the system, such as login, signup and perform task (view).

- ***Non-functional requirements*** are requirements that describe how the system will do, what it is supposed to do, for example, security, reliability and maintainability
 - **SYSTEM ANALYSIS**
 - **SYSTEM DESIGN**

In the previous heading and subheadings, we have identified the functional and non-functional requirements of the system. The XXXX software will be a desktop application because it will be used in office settings, our target uses desktop and also because our application needs to be very responsive. To design our system, we will go through various stages which can be resumed as shown in the figure below.

- **DESIGNING UML DIAGRAMS**
- **ARCHITECTURE OF THE SYSTEM**
- Example The proposed system is aimed at improving security in all facets. It is mainly based on the system Analysis documented above. The architecture used for the system is a 3 tier Client/Server Architecture where a client can use Internet browsers to access the online system provided by the system within the local area network of the company or anywhere using the Internet. The data tier maintains the applications data such as the Admin data. It stores these data in its embedded Relational Database Management System (RDBMS). The server tier (web/application server) implements the business logic, controller logic and presentation logic to control the interaction between the clients' application and data. The controller logic processes client requests such as requests to view camera content or to retrieve data from the memory. (Insert Diagram)
- **Implementation of the system**
- Explain what you used to build the system (i.e software used: VS code n state its uses, The languages used and state each role and finally insert images of your code)

❖ **Chapter 4: RESULTS, CONCLUSION AND RECOMMENDATIONS**

- **4.1 Results and Interpretation**
- **4.1.1 Interface** of your system from landing page to the dashboard of both user, admins etc.
- **4.2 CONCLUSION**
- **4.3 RECOMMENDATION**
- **4.4 REFENCES**
- ❖ **APPENDICES (Optional)**

This part of the internship report should comprise documents like:

- Pictures taken when carrying out the various tasks assigned to you.
- Scan of tools used during internship etc.

❖ THE FORMAT OF THE INTRODUCTION OF AN INTERNSHIP REPORT

The size and content of the INTRODUCTION has to follow special rules.

- *How long should the introduction of the internship report be?*

It is between one- and two-Word pages maximum.

- Steps to follow

❖ INTRODUCTION

❖ PROBLEM STATEMENT

❖ PROPOSED SOLUTION

❖ OBJECTIVES

❖ PLAN

This report is divided into four chapters. The plan is outlined below with the detail of each chapter.

❖ CHAPTER ONE: PRESENTATION OF COMPANY & INTERNSHIP ACTIVITIES

This consists of the introduction of the company information and Internship activities; you give information about the company and internship. For the Internship, you can start by explaining the experience gained during your internship, explain how you found it and why you chose this that particular case study.

❖ **Chapter Two:** This chapter talks about the Brief Resume of the XXXX System

❖ **Chapter Three:** In this chapter, we'll really see how the implementation was done.

❖ **Chapter Four:** It is going to consist of our results, conclusion recommendation of our report.

BASIC TOOLS A CANDIDATE MUST CONSIDER

1. Report should be more than 40 pages (*at least 40 pages excluding i-pages*)
2. The font size should be 12
3. Inert line space should be 1.5
4. All parts and chapters start on a new page
5. All pages are printed in colour
6. The appendixes should be titled and numbered and reference in the report
7. The footer must carry the name of the presenter eg *written and presented by Ndip AKUM*
8. The pages must be numbered at footers
9. The header must carry the same topic on the cover page
10. The cover page must contain your matriculation number from the ministry
11. Referencing styles should follow the **Chicago manual style or Harvard referencing e.g.**
Neltech Inc, (2024) Internship Guideline, 1st edition (note that the different books you used in your referencing should be listed in Alphabetic order)

APPROVAL

I, the undersigned Mr. (*Academic Supervisor Name*) do hereby acknowledge and certify that this internship report entitled “**DESIGN AND IMPLEMENTATION OF AN INTERNSHIP MANAGEMENT SYSTEM CASE OF: NELTECH INC**” is the original work of (Insert Student name). With matricule number (*Insert Your HND Matricule Number*) written after an elaborate search on field.

The responsibilities of any errors, mistakes omissions or facts that may be found in this work is that of the researcher. My own responsibility has been to ensure that the report conforms to international standard and format required by (*Enter Your School Name*) under the tutelage of the Ministry of Higher Education.

I find this report convincing and as such fit for public defense before the competent jury for evaluation in partial fulfillment of the Higher National Diploma (HND) in Software Engineering

SUPERVISOR: Mr. (Academic Supervisor Name)

SIGNATURE:.....

DATE:.....

CERTIFICATION

This internship report titled “**DESIGN AND IMPLEMENTATION OF AN INTERNSHIP MANAGEMENT SYSTEM CASE OF: NELTECH INC**” by (Insert student Name) matricule number (Insert Matricule Number) meets the requirement and regulations governing the award of the Higher National Diploma in Software Engineering at (Institute Name) under the tutelage of the Ministry of Higher Education, hence approved for its contribution to scientific knowledge and literacy presentation.

ACADEMIC SUPERVISOR

Mr. (Name)

SIGNATURE.....

DATE:.....

DEAN OF STUDIES

(Name)

SIGNATURE.....

DATE:.....

PRESIDENT OF JURY

SIGNATURE.....

DATE.....

DEDICATION



ACKNOWLEDGEMENT

Without the support of many parties, this project wouldn't have been successful.

I apologize to those who participated in one way or the other in which their name are not listed.
I hereby acknowledge:

The Director (Enter His Name) of (your Institution Name) of, for providing a conducive environment to train and educate us to be fit for the engineering market.

The entire staffs of (your Institution Name) for their engagement, availability and their encouragement.

(Academic Supervisor Name), my Academic supervisor who spent most of his time to ensure this work comes to a success and Our Lecturers for knowledge impacted on us, the training and skills we acquired from them.

The CEO of NELTECH Inc Eng. Penn Ernest N. for accepting us for internship, and for the Training we obtained from him

The General Manager of NELTECH Inc Mr. Tingum Titus - Our Professional Supervisor for his Guidance during our internship, the entire Staffs of Neltech Inc including the Secretary Miss Ashu Christina for the well-structured Documentaries delivered to us

The entire (Your Family name) Family and my (Guardian or Parent's Name) who supported me financially, morally and encouraged me towards the realization of this project.

My Course mates for encouraging, motivating me to achieve this project.

(Mention any Relatives who equally helped you be it your Boyfriend, Husband, sugar..... etc)

ABSTRACT

