



# Guidelines for writing **Internship Final Report**



PRODI S1 Sastra Inggris  
Universitas Dharma Andalas  
2018

## Acknowledgement

First and foremost, we would like to express our gratitude toward Allah, S.W.T. This little book would not have been completed without Him. We also would like to thank everyone who, in anyway, has helped us in the process of concluding this book.

This guideline is designed to assist students in composing their internship final report in an acceptable format and structure. This book also provides students with guidance in regards to arranging and designing the content of each section of the report. We are hopeful that this book will be of a tremendous help for students in finalizing their internship program successfully.

Once again, we, Unidha's English Department team, are indebted to everyone who has lent their time, knowledge, and expertise for the purpose of completing this book.

Padang, July 2018

Team

# Table of Content

Acknowledgement.....	i
TABLE OF CONTENT.....	ii
Chapter I: Introduction.....	1
Chapter II: Typographical Format.....	2
2.1. Page Layout and Typesetting.....	2
2.2. Titles and Sub-titles.....	2
2.3. Page Number.....	4
2.4. Citation/Quotation.....	4
Chapter III: The Structure of the Internship Report.....	10
Chapter IV: The Content of the Internship Report.....	11
4.1. First Parts (Cover page – Abstract).....	11
4.1.1. Cover Page.....	11
4.1.2. DECLARATION OF AUTHENTICITY.....	11
4.1.3. APPROVAL FROM FIELD SUPERVISOR AND ADVISOR....	11
4.1.4. CERTIFICATION.....	11
4.1.5. ACKNOWLEDGMENT.....	12
4.1.6. TABLE OF CONTENT.....	12
4.1.7. ABSTRAK (in Indonesian Language).....	12
4.1.8. ABSTRACT (in English).....	12
4.2. Second Parts (Content – Conclusion).....	13
4.2.1. CHAPTER I: INTRODUCTION.....	13
4.2.2. CHAPTER II: GENERAL DESCRIPTION OF THE INSTITUTION/ORGANIZATION/COMPANY.....	14
4.2.3. CHAPTER III DISCUSSION.....	14
4.2.4. CHAPTER IV CONCLUSION AND SUGGESTIONS.....	16
4.3. Third Parts (BIBLIOGRAPHY – Appendix).....	17
4.3.1. Bibliography.....	17
4.3.2. Appendix.....	24
Chapter V: Submission.....	25
Appendix 1 Example of Cover Page.....	26
Appendix 2 Example of Declaration of Authenticity.....	27
Appendix 3 Example of Approval from Field Supervisor and Advisor.....	28
Appendix 4 Example of Certification (from English Department) .....	29
Appendix 5 Example of Table of Content.....	30
Appendix 6 Agreement to Publication.....	31

## Chapter I Introduction

In order to complete the internship program, it is mandatory for the students taking the subject to compose a final report on their experience during their internship period in their respective internship places. The student's final report will be assessed by the appointed advisor. The aspects assessed by the advisor are (1) compliance to the technical specifications of writing required by the English Department; (2) language competence; (3) coherence; (4) observational/analytical quality; and (5) factual accuracy. In assessing the factual accuracy of the data included in the final report, the advisor will consult the daily report recorded by the students during their internship period and ask for confirmation from the students' field supervisor.

The internship final report is to be written in an accordance to the guidelines provided by English Department of Dharma Andalas University, which will be presented and discussed shortly. The guidelines contain technical specifications (such as typographical format and the structure of the content) and discussion related to the particular issues and topics that must be included in the report. Should there be ambiguities or unclarity in this explanation, students are encouraged to seek clarification from their appointed advisors or members of English Department teaching staff involved in the Internship Program.

## Chapter II Typographical Format

### 2.1. Page Layout and Typesetting

Your final report should be written in an accordance to the format below:

1. Page size : A4
2. Orientation : Portrait
3. Margins :
  - Top : 4 cm
  - Bottom: 3 cm
  - Left : 4 cm
  - Right : 3 cm
4. Font : Times New Roman
5. Font size : 12
6. Line spacing : - *Single* (for Declaration of Authenticity - Abstract)  
- *1,5 Lines* (Chapter I – Bibliography)

### 2.2. Titles and Sub-titles

In typing and formatting the titles and subtitles of your final report, the following instruction should be considered:

1. The main title of each section is typed in ALL-CAPS and **boldface**.
2. The main titles of each section is aligned to the center of the page.
3. The sub-titles of chapter I to chapter IV are typed in **boldface** with capitalized first letter for every word in it (except for conjunctions and articles).
4. The sub-titles are numbered based on the corresponding main titles. For example, the first and second sub-title of chapter I are numbered as **1.1. First Sub-title** and **1.2. Second Sub-title** respectively.
5. This formula also applies to the sub-title of a sub-title. However, the sub-title of a sub-title is indented by 1 cm. See the example in the next page for clearer illustration:

## **CHAPTER I INTRODUCTION**

### **1.1. Background of the Internship Program**

---

---

---

---

#### **1.1.1. [Sub-title of Sub-title]**

---

---

---

---

### **1.2. Purposes and Advantages of the Internship Program**

---

---

---

---

#### **1.2.1. [Sub-title of Sub-title]**

---

---

---

---

### 2.3. Page Number

1. Cover page is not numbered.
2. The page number is placed at the bottom right corner of the page.
3. Page number starts from the section after cover page.
4. All pages before Chapter I is numbered with Roman numerals (e.g., i, ii, iii, iv, and so forth).
5. The pages from Chapter I onward are numbered with Hindu-Arabic numerals ("normal" numerals, e.g., 1, 2, 3, 4, and so forth).
6. The pages of Chapter I onward are not considered as the continuation of the previous pages. Thus, the first page of Chapter I is numbered as 1.

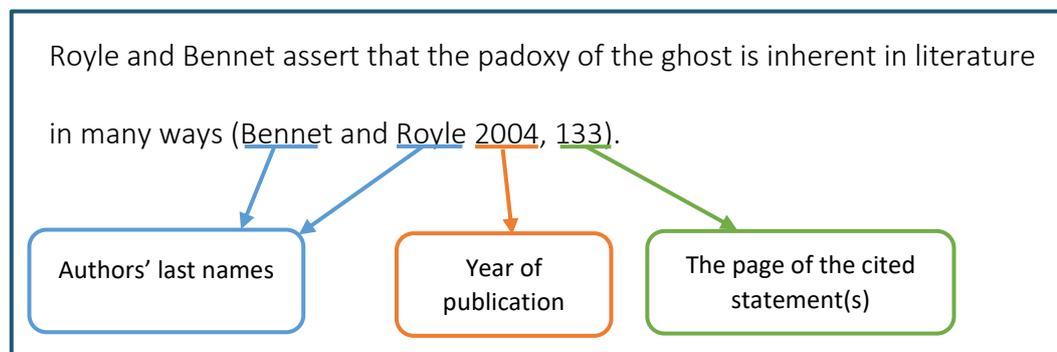
### 2.4. Citation/Quotation

Below are the explanation and examples of **Chicago B** and **APA** style citation.

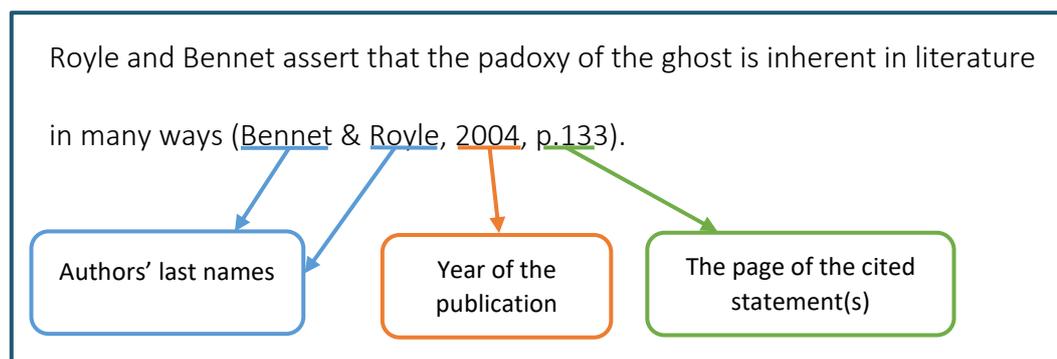
#### a. *Indirect citation (paraphrasing)*

An indirect citation is a paraphrase of a statement taken from a source (book, article, interview, etc.) that has been modified lexically without altering its core/essential meaning.

#### **Chicago B:**



#### **APA:**



b. *Direct citation/quotation 1 (in-text)*

Direct citation is a citation without alteration to the wording of the original source. However, omissions of some parts of the original statement are allowed as long as they are not misrepresenting the meaning of the original source. It is preferable to separate any direct citation that uses more than one sentence from the main text.

**Chicago B** or **APA** example:

Bennet and Royle utilize the notion of ghost in illustrating the paradoxical existence of literature by saying that paradox of the ghost is "...embedded in the very thing that we call literature, inscribed in multiple and haunting ways, in novels, poems and plays" (Royle and Bennet 2004, 133) atau (Royle & Bennet, 2004, p.133)

The difference between **Chicago B** and **APA** style is only in the method of presenting the information about the source (as can be seen from the colored highlight)

c. *Indirect citation/quotation 2 (separate text)*

Direct citation that is more than one sentence is better to be written in a separate text group and it is a must for citation with more than two sentences. The citation must be indented around five characters relative to the main text, written in a single line spacing, put inside quotation marks (""), and ended with information about the original source written in a parenthesis ( ).

**Chicago B** or **APA** example:

One of many ideas proposed by theorists working with languages and systems of sign insist that the self is merely an effect, not an actual unified being as metaphysics would like to argue. Chandler is one of the proponents of the idea, as seen below:

→ “However, as an antidote to dominant myths of ← individualism, it is instructive to be reminded that individuals are not unconstrained in their construction of meanings. Common sense suggests that ‘I’ am a unique individual with a stable, unified identity and ideas of my own. Semiotics can help us to realize that such notions are created and maintained by our engagement with sign-systems: our sense of identity is established through signs.” (Chandler 2002, 216) atau (Chandler, 2002, p.216)

d. Ellipsis and citing/quoting phrases, omitted sentence, or clauses

There are two types Ellipsis; three dots (...) and four dots (....). Ellipsis is used to indicate that there are omitted words, phrases, or clauses in the citation/quotation. Three dots ellipsis is used when the omitted parts are in the beginning or middle of the cited/quoted sentence. Four dots ellipsis is used when the omitted parts are at the of the cited/quoted sentence.

**Chicago B** atau **APA** example:

One of many ideas proposed by theorists working with languages and systems of sign insist that the self is merely an effect, not an actual unified being as metaphysics would like to argue. Chandler is one of the proponents of the idea, as seen below:

“...as an antidote to dominant myths of individualism, it is instructive to be reminded that individuals are not unconstrained in their construction of meanings. Common sense suggests that ‘I’ am a unique individual with a stable, unified identity and ideas of my own. Semiotics can help us to realize that such notions are created.... .”  
(Chandler 2002, 216) atau (Chandler, 2002, p.216)

e. Direct citation/quotation from foreign language

Direct citation from languages other than the main language of the text have to be provided with its translation. The translation is put after the original citation and written in a bracket [ ].

**Chicago B** atau **APA** example:

The postmodern poetics is inscribed in the ontological structure of a literary work. In analysing the postmodern nature of *Larung*, an Indonesian novel, Pujiharto supports this idea:

“...*Larung* menunjukkan ciri-ciri kepostmodernan. Konstruksi novel *Larung* muncul dalam struktur-struktur yang bersifat ontologis.” (Pujiharto 2005, 96) atau (Pujiharto, 2005, p.96)

[*Larung* exhibits postmodernist characteristics. The construction of *Larung* manifests in structures that are ontological.]

f. footnote

Footnote is an additional information written in the bottom the page. It is indicated by a small number at the end of a sentence (after a period) or a phrase (after a comma that separated the phrase from the next). The number corresponds to the number at the bottom of the page that is followed by a sentence of more. In other cases, footnote is used to put an information about a citation/quotation source. This is usually used in Chicago A style. Although not recommended, footnote containing the information about the quoted source can also be used in APA style. However, Chicago B style does not have this option. Hence, if you are using Chicago B style, just use the footnote option for additional information, not for information about a cited/quoted source.

Microsoft Word has footnote option (*References -> Insert Footnote*) that would add a footnote automatically in your document.

**Example:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque sapien ante, placerat sagittis interdum a, feugiat nec sem.<sup>1</sup> Sed tempor dui libero, dictum varius nibh blandit nec. Vestibulum vel augue hendrerit, pellentesque eros semper, volutpat arcu.

Donec ornare dapibus nibh vel suscipit. Sed sit amet mauris quis nisl euismod tempus et eget tortor.<sup>2</sup> Vivamus nulla urna, placerat quis tincidunt nec, efficitur ac orci. Quisque lobortis et turpis non eleifend.

---

▶ 1. This is an example of where footnotes are placed.

▶ 2. Footnotes provide additional information about a sentence and direct readers to outside sources, either to cite an idea or to suggest additional reading about a topic.

Footnote contains:

- Information about a cited/quoted source. Chicago B does not have this option.

**APA** example:

This sentence is not a terribly long sentence.<sup>1</sup>

---

1. Neel 1988: 82.

- Additional information that is not integral to the text.  
Sometimes an information is required in order to make the reader see the full context of the discussion. However, while this type of information has some sort of significance, it can be distracting to some readers since it is not as important as the rest of the text, or it is not actually an essential part of the text. This type of information is suitable to be placed in a footnote.

**APA** example:

This sentence is not a terribly long sentence.<sup>1</sup>

- 
1. Long sentences have been known to cause severe pain in a certain place of the human body.

a. *ibid*

*Ibid* is an abbreviation of Latin word, *ibidem*, which means “in the same place”. If a citation or quotation is from **the same page of the same source** with **the last citation/quotation** used in the text, the information can be written as only **ibid** (in parentheses). *Ibid* can be used for indirect and direct quotation and in the main text or in a footnote.

Example:

According to Smith, this sentence is not a terribly long sentence. This is also not a long sentence. This is a very short sentence (Smith, 2007, p.157). He (**ibid**) also claims that this one is not much longer than the last one.

This sentence is not a terribly long sentence<sup>1</sup>. This is also not a long sentence. This is a very short sentence. This is also a very short one.<sup>2</sup>

- 
1. Neel, 1988, p.82.
  2. **ibid**

## Chapter III The Structure of the Internship Report

The internship final report should be structured based on the the following arrangement:

Cover page
DECLARATION OF AUTHENTICITY
APPROVAL FROM FIELD SUPERVISOR AND ADVISOR
CERTIFICATION
ACKNOWLEDGMENT
TABLE OF CONTENT
ABSTRAK ( <i>in Indonesian Language</i> )
ABSTRACT ( <i>in English</i> )
CHAPTER I INTRODUCTION
1.1. Background of the Internship Program
1.2. Purposes and Advantages of the Internship Program
1.3. Time and Place of the Internship
CHAPTER II GENERAL DESCRIPTION OF THE INSTITUTION/ORGANIZATION/COMPANY
2.1. The History and the Development of the Institution/Organization/Company
2.2. The Vision and Missions of the Institution/Organization/Company
2.3. The Structure of the Institution/Organization/Company
CHAPTER III DISCUSSION
3.1. Internship Position and Job Description
3.2. Main and Additional Tasks During Internship
3.3. Problems Encountered During Internship Period and the Tentative Solutions
3.4. Evaluations
3.4.1. Self-evaluation
3.4.2. Evaluation of the Institution/Organization/Company
CHAPTER IV CONCLUSION AND SUGGESTIONS
4.1. Conclusion
4.2. Suggestions
BIBLIOGRAPHY
Appendix 1 Internship Daily Report
Appendix 2 Documentation
Appendix 3 Agreement to Publication
Etc.

## Chapter IV The Content of the Internship Report

Each section of the internship final report should be started in a new page. The content and function of each section will be discussed and explained in this part.

### 4.1. First Parts (Cover page – Abstract)

#### 4.1.1. Cover Page

The internship final report cover page contains the title of the report, information about the type of the report (in this case, 'INTERNSHIP FINAL REPORT'), information about the institutional function/purpose of the report (see the example), University logo, the name of the writer and his/her student number, the name of the department, the name of the university, the city where the university is located, and the month and year when the report is submitted. For a clearer instruction, see the example of the internship final report cover page on **page 26**.

#### 4.1.2. DECLARATION OF AUTHENTICITY

This section contains the writer's claim regarding the authenticity of the report. Students can simply copy, paste, edit (if necessary), and print out the available example of this section. The example can be found on **page 27**.

#### 4.1.3. APPROVAL FROM FIELD SUPERVISOR AND ADVISOR

This section contains statements of approval from field supervisor and advisor on the report. Students can simply copy, paste, edit (if necessary), and print out the available example of this section. The example can be found on **page 28**.

#### 4.1.4. CERTIFICATION

This section contains certification of the internship final report from the English Department of Dharma Andalas University. This page is to be signed by the head of English Department and the student's advisor. Students can simply copy, paste, edit (if necessary), and print out the available example of this section. The example can be found on **page 29**.

#### 4.1.5. ACKNOWLEDGMENT

This section contains the writer's words of appreciation to the people and companies/organizations/institutions deemed by the writer to be helpful and accomodating in the process of composing the report.

#### 4.1.6. TABLE OF CONTENT

This section contains list of main headings in the report along with the information of their pages. **See page 30.**

#### 4.1.7. ABSTRAK (*in Indonesian Language*)

This section contains a summary of the internship final report written in Indonesian Language. The summary contains a very short description of:

- (1) background of the internship;
- (2) purposes of the internship program;
- (3) time and place of the internship;
- (4) general information about the institution/organization/company where the internship was conducted;
- (5) the student's internship position and job description;
- (6) the challenges encountered during internship; and
- (7) skills and knowledge that are gained from internship.

The summary consists of only ONE paragraph with minimal wordcount of 150 words and maximal wordcount of 350 words.

#### 4.1.8. ABSTRACT (*in English*)

This section contains a summary of the internship final report written in English. The summary contains a very short description of:

- (1) background of the internship;
- (2) purposes of the internship program;
- (3) time and place of the internship;
- (4) general information about the institution/organization/company where the internship was conducted;
- (5) the student's internship position and job description;
- (6) the challenges encountered during internship; and
- (7) skills and knowledge that are gained from internship.

The summary consists of only ONE paragraph with minimal wordcount of 150 words and maximal wordcount of 350 words.

## **4.2. Second Parts (Content – Conclusion)**

### **4.2.1. CHAPTER I: INTRODUCTION**

This is the first chapter of the report. It is titled 'CHAPTER I INTRODUCTION'. This chapter consists of the following three sub-topics:

#### **[1.1. Background of the Internship Program]**

Talk about the definition of internship along with its functions, general purposes and advantages. Discuss the internship program offered by English Department of Dharma Andalas University (consult the general guidelines on English Department Internship Program regarding this part). Talk about the place of your internship and why you chose it. In explaining why you chose it, you can talk about your dream job(s) or a job you would like to have after you graduate from university. Explain skills that you have and do not have and/or skills that you have but need improvement that are required by your dream job(s). If the place of your internship is the place of your dream job(s) or just a possible job(s) that you want to have after graduating from university, explain about how you want to improve or achieve the required skills through being an intern there. If it is not the place, try explaining how the skills that could be improved or achieve through being an intern in that place are similar to the skills required by your dream job(s) or just a realistic job(s) that you want to have after graduation and before landing on a better one. If the skills are different, please explain how they are usable in different contexts and might be beneficial to you in your future job(s).

#### **[1.2. Purposes of the Internship Program]**

Explain the purposes of the Internship Program. Talk about the general and specific advantages it can bring to all parties involved in the internship program (the intern, the institution/organization/company, and the English Department).

#### **[1.3. Time and Place of the Internship]**

Provide information about the place of the internship, how long the internship was conducted, and the your working time (how many hours you worked in a day and how many days a week you have to go to work).

#### **4.2.2. CHAPTER II: GENERAL DESCRIPTION OF THE INSTITUTION/ORGANIZATION/COMPANY**

This is the second chapter of the report. It is titled 'CHAPTER II GENERAL DESCRIPTION OF THE INSTITUTION/ORGANIZATION/COMPANY'. Change the words 'institution/organization/company' in the main title and sub-titles into the name of the specific institution/organization/company in which the internship took place.

As the title evidently suggests, this chapter is dedicated to the discussion on the general information about the institution/organization/company of the internship. The report should contain verifiable information from the official and reliable sources regarding the following three sub-topics:

##### **[2.1. The History and the Development of the Institution/Organization/Company]**

Explain in a chronological order the history and the development of the institution/organization/company where the internship was conducted. Put an emphasis on important points in the history and the development of the institution/organization/company such as the time when it underwent a major or significant breakthrough and the time when it experienced a crisis or an event akin to a crisis.

##### **[2.2. The Vision and Missions of the Institution/Organization/Company]**

Find the official source for this part.

##### **[2.3. The Structure of the Institution/Organization/Company]**

Find the official source for this part.

#### **4.2.3. CHAPTER III DISCUSSION**

This chapter consists of the following sub-topics:

##### **[4.1. Internship Position and Job Description]**

Explain the position in which you were placed. Describe the official tasks of your position.

##### **[4.2. Main and Additional Tasks during Internship]**

Explain your main and additional tasks during internship. This part should be supported by the daily journal you kept during your internship period. The journal should be enclosed as an appendix in your final report.

#### **[4.3. Problems Encountered during Internship Period and the Tentative Solutions]**

Talk about problems you found during your internship period. Were the problems expected or not? Explain how you resolved the problems or how you failed finding solutions to them. You can also talk about your preparation for the internship position and how the preparation helped you in finding the solution to the problems.

#### **[4.4. Evaluations]**

In this part, you are to offer your observation and analysis regarding your time during internship.

##### **[4.4.1. Self-evaluation]**

Talk about how the internship program gave you a new understanding about yourself; your skills, your limitations, and your potentials, etc.

Talk about aspects that you were good and bad at during intership. Discuss why you were good at certain things and bad at the others. Explain what you would like to have done differently (what would you change regarding your performace?). Give an insight about your plan on improving your skills and evading your limitation.

##### **[4.4.2. Evaluation of the Institution/Organization/Company]**

Talk about the positive and negative aspects of the internship place in terms of how they conduct their business, how they treat their workers, and how organized they are. You also have to discuss how accomodating your internship place was to you. Lastly, point out the aspects of the place that have a room for improvement in terms of their treatment toward interns.

#### 4.2.4. CHAPTER IV CONCLUSION AND SUGGESTIONS

This chapter contains two sub-topics, conclusion and suggestions.

##### [5.1. Conclusion]

This part contains summary of your report. The information that you have to put into this part are:

1. Time and place of the internship.
2. The experience during the internship period (positive and negative).
3. Skills and knowledge acquired during the internship period.
4. The significance of the new skills (or the newly improved skills) and knowledge in performing various tasks in different types of work.

##### [5.2. Suggestions]

This is the part where you offer constructive criticism to the institution/organization/company that hosted the internship program and the English Department of Dharma Andalas University. Talk about the possible course of actions they can take in order to improve the quality of the internship program for the interns.

### 4.3. Third Parts (BIBLIOGRAPHY – Appendix)

#### 4.3.1. Bibliography

Use any citation style you understand such as Chicago style, APA style, or MLA style. Below are the explanation and examples of **Chicago B** and **APA** style citation.

##### a. Books with one author

*Format and example:*

Chicago B:	
Format	Last name, first name. Year of publication. <i>The title of the book</i> . The city where the book was printed: The publisher's name.
Contoh	Bacque, James. 1997. <i>Crimes and Mercies: The Fate of German Civilians Under Allied Occupation, 1944-50</i> . New York: Little, Brown & Co

APA	
Format	Last name, the initial of the first name. (Year of publication). <i>The title of the book</i> . The city where the book was printed, the name of the country: The publisher's name.
Contoh	Bacque, J. (1997). <i>Crimes and Mercies: The Fate of German Civilians Under Allied Occupation, 1944-50</i> . New York, USA: Little, Brown & Co

b. 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> edition (or more)

*Format and example:*

Chicago B:	
Format	Last name, first name. Year of publication. <i>The title of the book (the number of edition)</i> . The city where the book was printed: The publisher's name.
Contoh	Beckett, Samuel. 1965. <i>Waiting for Godot (2nd edition)</i> . London: Faber and Faber.

APA	
Format	Last name, the initial of the first name. (Year of publication). <i>The title of the book (the number of edition)</i> . The city where the book was printed, the name of the country: The publisher's name.
Contoh	Beckett, S. (1965). <i>Waiting for Godot (2nd edition)</i> . London, UK: Faber and Faber.

c. Translated books

Format and example:

Chicago B:	
Format	Last name, first name. Year of publication. <i>The title of the book</i> . <b>Translated by</b> ..... . <b>Edited by</b> ..... (if there is any). The city where the book was printed: The publisher's name.
Contoh	Derrida, Jacques. 1988. <i>Limited Inc</i> . Translated by Samuel Weber. Edited by Gerald Graff. Evanston, IL: Northwestern University Press.

APA	
Format	Last name, the initial of the first name. (Year of publication). <i>The title of the book</i> . (The initial of the translator's first name. the translator's last name, <b>Trans</b> ). The initial of the editor's first name. the editor's last name, <b>(Ed.)</b> . The city where the book was printed, the name of the country: The publisher's name.
Contoh	Derrida, J. 1988. <i>Limited Inc</i> . (S. Weber, Trans.). G. Graff (Ed.). Evanston, IL, USA: Northwestern University Press.

d. Books with more than one author

Format and example:

Chicago B:	
Format	Last name of the main author, first name of the main author, name of the next author, and name of the next author. Year of publication. <i>The title of the book</i> . The city where the book was printed: The publisher's name
Contoh	Grazer, Brian, Charles Fishman, and Andy Kaufman. 2015. <i>There is no Secret to a Bigger Life</i> . New York: Simon & Schuster.

APA	
Format	Last name of the main author, the initial of the first name of the main author., last name of the next author, the initial of the first name of the next author., last name of the next author, the initial of the first name of the next author. (Year of publication). <i>The title of the book</i> . The city where the book was printed, the name of the country: The publisher's name.
Contoh	Grazer, B., Fishman, C., & Kaufman, A. (2015). <i>There is no Secret to a Bigger Life</i> . New York, USA: Simon & Schuster.

e. Academic journals and anthology books containing different writings of different authors

Academic journal is composed of different writings of different authors. There are also books that follow this format. If you are citing/quoting one of the writing, you only required to document the name of the author that you are citing/quoting in you bibliography. If there is an editor of the journal or the book, you also have to include it in your bibliography.

*Format and example for academic journal:*

Chicago B:	
Format	Last name, first name. Year of publication. "The title of the article." <i>The name of the journal</i> . Retrieved from site address (if taken from the internet).
Contoh	Pavliades, Eleni. 2010. "The Patrimony". <i>Philament Issue 16: Borders, Regions, Worlds</i> : 53-66. Retrieved from <a href="https://philamentjournal.files.wordpress.com/2016/01/philamentissue_16.pdf">https://philamentjournal.files.wordpress.com/2016/01/philamentissue_16.pdf</a>

APA	
Format	Last name, the initial of the first name. (Year of publication). "The title of the article." <i>The name of the journal</i> . Retrieved from site address (if taken from the internet).
Contoh	Pavliades, E. (2010). "The Patrimony". <i>Philament Issue 16: Borders, Regions, Worlds</i> , 2010 53-66. Retrieved from <a href="https://philamentjournal.files.wordpress.com/2016/01/philamentissue_16.pdf">https://philamentjournal.files.wordpress.com/2016/01/philamentissue_16.pdf</a>

Format and example for anthology books:

Chicago B:	
Format	Last name, first name. Year of publication. "The title of the chapter/article written by the author." <i>The title of the book</i> , edited by the name of editor. The city where the book was printed: The publisher's name
Contoh	Kaufman, Andy. 2015. "There is no Bigger Life." <i>Questionable People</i> , edited by John Smith. New York: Simon & Schuster.

APA	
Format	Last name, the initial of first name. [Year of publication]. "The title of the chapter/article written by the author." In the name of the editor ( <b>Ed.</b> ), <i>The title of the book</i> . The city where the book was printed, the name of the country: The publisher's name
Contoh	Kaufman, A. 2015. There is no Bigger Life. In J. Smith (Ed.), <i>Questionable People</i> . New York, USA: Simon & Schuster.

f. Undergraduate thesis, Master thesis and Dissertation

*Format and example:*

Chicago B:	
Format	Last name, first name. Year of publication. <i>The title of the book.</i> <b>Undergraduate's Thesis/Master's Thesis/Dissertation</b> for the name of the degree, the name of the university.
Contoh	Davis, Marybeth. 2003. <i>Re-examining Vonnegut: Existential and Naturalistic Influences on the Author's Work.</i> Master's Thesis for MA in English, Longwood University.

APA	
Format	Last name, the initial of the first name. (Year of publication). <i>The title of the book.</i> <b>Undergraduate's Thesis/Master's Thesis/Dissertation</b> for the name of the degree, the name of the university.
Contoh	Davis, M. (2003). <i>Re-examining Vonnegut: Existential and Naturalistic Influences on the Author's Work.</i> Master's Thesis for MA in English, Longwood University.

**g. Sources from the internet**

*Format and example:*

Chicago B:	
Format	Last name, first name. Year of publication. "The title of the article." <i>The name of the site</i> . Retrieved/accessed on ... date/month/year. Link to the source.
Contoh	Chomsky, Noam. 2003. "Noam Chomsky on the era of the drone: Noam Chomsky Interviewed by Steven Garbas". <i>CHOMSKY.INFO (September 2013)</i> . Retrieved on August 10th, 2015. <a href="http://www.chomsky.info/articles/20120606.htm">http://www.chomsky.info/articles/20120606.htm</a> .

APA	
Format	Last name, the initial of the first name. (Year of publication). "The title of the article." <i>The name of the site</i> . Retrieved/accessed on ... date/month/year. Link to the source.
Contoh	Chomsky, N. (2003). "Noam Chomsky on the era of the drone: Noam Chomsky Interviewed by Steven Garbas". <i>CHOMSKY.INFO (September 2013)</i> . Retrieved on August 10th, 2015. <a href="http://www.chomsky.info/articles/20120606.htm">http://www.chomsky.info/articles/20120606.htm</a> .

**4.3.2. Appendix**

This is the part where you enclose additional documents such as daily internship report, photos from the internship, agreement to publishing rights (for English Department of Dharma Andalas University), and other documents deemed necessary.

## Chapter V Submission

These are instructions for submitting the **approved** and **certified** internship final report. Students are not advised to follow the instructions if their final report is still awaiting approval and certification.

1. Students are required to submit their approved and certified final report in ***physical*** and ***digital*** forms.
2. For the *physical* form, students are expected to prepare 4 copies of their final report (two for English Department, one for the institution/organization/company at which the students conduct their internship, and one for the students).
3. All of the printed copies should be bound with green cover and back-cover.
4. Students prepare the the *digital* copy of the report in the form of **PDF file**.
5. All of the main title and sub-titles in the PDF file have to be ***bookmarked***.
6. The PDF file is sent to [sasingunidha@gmail.com](mailto:sasingunidha@gmail.com)

**TITLE**

**INTERNSHIP FINAL REPORT**

Submitted as a Partial Fulfillment of the Requirements  
for an Undergraduate Degree in Literary Studies/Linguistics



**Written and Submitted by:**

Name/NIM

**ENGLISH DEPARTMENT  
DHARMA ANDALAS UNIVERSITY  
PADANG  
August 2018**

### DECLARATION OF AUTHENTICITY

I, the undersigned, hereby declare that the internship final report titled “**Title of the Final Report**” is my original work written for purposes explained in it. I can attest to the fact that this report has not been previously published in any publication nor submitted to any institution. I am aware that the English Department and the University have zero-tolerance policy and would initiate disciplinary actions should there be indisputable evidence contrary to my claims.

Padang, .....

Signed by,

.....

NIM:

### APPROVAL FROM FIELD SUPERVISOR AND ADVISOR

This is to affirm that the internship final report titled “**Title of the Final Report**” written by [Writer’s Name/NIM] has been approved for its accuracy in reporting the factual data regarding the condition and situation in the field during the writer’s internship period. This is also to state that the structure and content of the report have been evaluated and considered to meet the academic standard required by the English Department of Dharma Andalas University.

Field Supervisor,

Padang, .....  
Advisor,

.....

.....

NIDN:

## CERTIFICATION

This is to certify that the internship final report titled:

### Title of the Final Report

Written and Submitted by

Writer's Name/NIM

has been accepted by the English Department of Dharma Andalas University  
on .....\*  
as a partial fulfillment of the requirements  
for an undergraduate degree in Literary Studies/Linguistics\*\*

Head of English Department,

Advisor,

Novalinda, S.S., M.Hum.

NIDN: 0015047907

.....

NIDN:

\* *Fill it with the date/month/year of the certification*

\*\* *Leave your area of concentration intact and delete the one that is not yours.*

## TABLE OF CONTENT

DECLARATION OF AUTHENTICITY.....	
APPROVAL FROM FIELD SUPERVISOR AND ADVISOR.....	
CERTIFICATION.....	
ACKNOWLEDGMENT.....	
TABLE OF CONTENT.....	
ABSTRAK ( <i>in Indonesian Language</i> ).....	
ABSTRACT ( <i>in English</i> ).....	
CHAPTER I	
INTRODUCTION.....	
1.1. Background of the Internship Program.....	
1.2. Purposes and Advantages of the Internship Program.....	
1.3. Time and Place of the Internship.....	
CHAPTER II GENERAL DESCRIPTION OF THE INSTITUTION/ORGANIZATION/COMPANY.....	
2.1. The History and the Development of the Institution/Organization/Company....	
2.2. The Vision and Missions of the Institution/Organization/Company.....	
2.3. The Structure of the Institution/Organization/Company.....	
CHAPTER III DISCUSSION.....	
3.1. Internship Position and Job Description.....	
3.2. Main and Additional Tasks During Internship.....	
3.3. Problems Encountered During Internship Period and the Tentative Solutions..	
3.4. Evaluations.....	
3.4.1. Self-evaluation.....	
3.4.2. Evaluation of the Institution/Organization/Company.....	
CHAPTER IV CONCLUSION AND SUGGESTIONS.....	
4.1. Conclusion.....	
4.2. Suggestions.....	
BIBLIOGRAPHY.....	
Appendix 1 Daily Report.....	
Appendix 2 Documentation.....	
Appendix 3 Agreement to Publication.....	

## PUBLISHING AGREEMENT

I, the undersigned, hereby grant limited publishing rights of my internship final report titled “**Title of the Final Report**” to the English Department of Dharma Andalas University. The granted party is allowed to reproduce and publish my work for educational purposes. Reproduction and publication with the intention of gaining financial profit are beyond the limit of the rights I granted to the said party.

Padang, .....  
Signed by,

.....  
NIM: