

DIRECTIONS FOR FORMATION
"GRADUATE INTERNSHIP REPORT"
(Guidelines for Course Project Report)

I. COVER PAGE OF REPORT

VIET NAM NATIONAL UNIVERSITY HO CHI MINH CITY (*size 16pt*)

HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY (*Bold, 14pt*)

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FACULTY OF ENVIRONMENT AND NATURAL RESOURCES (*Bold, 13pt*)

DIVISION OF ENVIRONMENTAL MANAGEMENT (*Bold, 12pt*)

Specialization: Environmental Management and Technology (*Bold, 12pt*)

GRADUATION INTERNSHIP (*Bold, Underline, 14pt*)

EDUCATIONAL AGENCIES (*12pt, Bold*)

NAME OF THEMES (*12pt, Bold*)

Student name: ... (*Normal, 12pt*)

Student ID: (*Normal, 12pt*)

Instructor: ... (*Normal, 12pt*)

II. CONTENTS OF THE REPORTING

ACKNOWLEDGEMENTS

ABSTRACT

TABLE OF CONTENTS

ABBREVIATION

LIST OF TABLES

LIST OF FIGURES¹

PART 1: OVERVIEW OF EDUCATIONAL AGENCIES

Introduce about the information, functions, duties of the internship. And clarify the actual work that students themselves have been engaged in internship at the agency

PART 2: THEMES/ RESEARCH TASKS DURING THE INTERNSHIP

1. Chapter 1: PREAMBLE, This includes the following information:

- a. Issue/ necessary to study and research on the topic of the internship report
- b. The goal of themes/ report
- c. Contents and methods of implementation
- d. Limit of themes/ report

2. Chapter 2: OVERVIEW OF RESEARCH THROUGH RESEARCH

Document overview: previous works, themes, research projects related to the topic.

3. Chapter 3: OVERVIEW OF CURRENT ACTUAL STATUS

Overview of the actual situation related to the topic that students have collected during the internship Chapter 4 – Conclusions and recommendations

4. Chapter 4: SUGGESTIONS

Suggestions, the results are achievable

5. Chapter 5: CONCLUSION AND RECOMMENDATIONS

a. **Conclusion:** Summarize the results of the project. Just record the content achieved. Attention: compare objectives and results, answer research questions (if any), ...

b. **Recommendations:**

- Point out the contents that need to be done, study in the future that the themes has not been resolved.

- Recommendations for internships / lessons learned after the internship

REFERENCES: See the detailed instructions below

APPENDIX: Include maps², drawings, diagrams, procedures, survey images, ...

III. PROVISIONS ON THE FORMAT OF MAIN CONTENT

¹ Charts, graphs is considered the image

² If the Report contains multiple maps, it may be included in the Appendix. Select some main maps to include in the main text.

1. Font: **Times New Roman** size **12** or **Arial** size **10**; Spacing: **1,5 line**; Paragraph: **6pt** (both Before and After). Can print on a single-side printing or double-side printing

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2. Top and Bottom: **2,5 cm**; Left merge: **3,0 cm**; Right merge: **2,5 cm**.⁴
3. Page number should be at the bottom and right side of page⁵
 - Front matter (from *Acknowledgements* to *List of Figures*): use Roman Numerals: i, ii, iii, iv,....
 - Main text: use Arabic Numerals: 1, 2, 3, 4, 5,... Start with “1” on the first page of Chapter 1.
4. There should be no *Header* and *Footer*, or *Footer* can be applied for Student Name and Instructor Name.
5. You can use Footnote to explain or provide more information for certain content³⁶
6. All contents of the report are inherited or used for information and data from other sources (Not done by the author) always have quotes (cited). If no source is quoted, then the content is considered “*Plagiarism*”
7. You can choose one of the following two conventions to quote:
 - Conventions of the system Harvard System: (Author. Date). Example: (Vo Le Phu, 2007); (Le Van Khoa & partner, 2010); (Resource Base and Environment, 2009).
 - Numbering convention: [1]; [2];...[23];...
 - Whatever convention you choose for in-text citation, the reference list should follow the style of each document as mentioned below.
8. How to use acronyms in the content of the Report: Although there is a list of ABBREVIATIONS at the beginning of the report, The words (or phrase) appearing in the content of the Report for the first time must be fully written before the initiation of the initials / phrases. The following content, if there is this phrase repeated, just use the abbreviation. For example:
 - Climate change is considered one of the greatest challenges facing humanity in the pursuit of sustainable development (SD). A recent World Bank report classified Vietnam as one of five (05) countries that will be hit hard by climate change.
 - References (TLTK).
9. Number usage From 1 to 9, must be written in words without number. From 10 and above, write in numbers. Specifically:
 - Vietnam is considered one of the five countries that will be seriously affected by climate change by the end of this century
 - Today, remote sensing applications are considered as one of the most effective tools for monitoring and managing natural resources and natural disasters.

³ Lưu ý: Footnote chỉ nhằm mục đích giải thích hay cung cấp thông tin chi tiết thêm về những trường hợp đặc biệt nào đó như cụm từ không phổ biến; từ địa phương; danh từ riêng. Footnote có thể sử dụng để ghi nguồn tài liệu tham khảo

- The Environmental Impact Assessment (EIA) is the most effective environmental management tool that has been in use since 1969⁴⁷

10. Tables:

- Table Notes: Place the top of the Table, center and bold headings of the Table. Example: **Table 3.1: Characteristics of urban solid waste.**
- Record sources (if the information and figures of the table are referenced from other source is not the primary source surveyed, investigated, collected, ...).

11. Figures, Diagrams, Charts

- Contents of annotation: Place the bottom of Pictures, Images, Charts, Graphs and in bold. Example: **Figure 2.1: Location of District 10 transfer station**
- Include quotations from Images, Drawings, Charts, Graphs (if referenced / taken from sources other than the author himself).

12. REFERENCES: INSTRUCTIONS FOR LISTING REFERENCES

- Ranked in Alphabetical order for quoted according to the Harvard System Conventions or in the order of citations for citation under the Numbering Convention.
- Not numbered (Harvard System only); Do not use bullet; Do not write academic titles, Do not write academic titles of reference materials.
- Make the following CHICAGO Style rules as follows:

1. Book

Author (Year). *Book title*. Publisher, Place of Publishing.

Ex:

Biswas, K.A. (1997). *Water Resources: Environmental Planning, Management and Development*. McGraw Hill, New York.

Tran Kim Thach (1998). *Geology and Environment of Ho Chi Minh City*. The Tre Publisher, Ho Chi Minh City.

Uitto, I.J. & Biswas, A.K. (eds.) (2000). *Water for Urban Areas: Challenges and Perspectives*. United Nations University Press, Tokyo.

Note: If books are reprinted more than one time:

Author (Year). *Book title*. Edition. Publisher, Place of Publishing.

Ex:

Babbie, E. (1990). *Survey Research Methods*. 2nd ed., Wadsworth Publishing Company, Belmont, California.

2. Book Section/Book Chapter

Author of Section/Chapter (Year). Section/Chapter title. In: Author of Book, *Book title*. Publisher, Place of Publishing, pp. Page numbers.

Ex:

⁴ Note: Students often use numbers instead of letters. The most common errors in student writing are as follows: "EIA is 1 effective environmental management tool ..."

Biswas, A.K. (2000). Water for urban areas of the developing world in the twenty-first century. In: Uitto, J.I. & Biswas, A.K.E. (eds.), *Water for Urban Areas: Challenges and Perspectives*, United Nations University Press, Tokyo, pp.1-23.

3. Journal paper/article

Author (Year). "Title of article". *Title of journal*, Vol. (Issue), Page numbers.

Ex:

Vo, P.L. (2007). "Urbanization and Water Management in Ho Chi Minh City, Vietnam- Issues, Challenges and Perspectives". *GeoJournal*, 70 (1), 75-89.

Gleick, P.H. (1999). "The Human Right to Water". *Water Policy*, 1 (5), 487-503.

Gleick, P.H. (2003a). "Global Freshwater Resources: Soft-path solutions for the 21st century". *Science*, 302 (5650), 1524-1528.

4. Electronic Journal Article

Author (Year). Title of article (online). *Title of electronic journal*, Vol. (Issue), date item viewed, Available at/From: <URL>.

Ex:

Hiep Nguyen Duc & Truong Phuoc Truong (2003). Water Resources and Environment in and around Ho Chi Minh City, Vietnam (online). *Electronic Green Journal*, December 2003 (19), viewed 9 Feb 2006, Available at:<<http://egi.lib.uidaho.edu/egj19/duc1.html>>.

5. Papers presented at Conference

Author (Year of Conference). Title of Paper. Paper presented at – Name of Conference, Date of Conference, Place of Conference.

Ex:

Vo, P.L. & Williams, M. (2006). An Integrated Approach to Urban Water Resource Management in Ho Chi Minh City, Vietnam. Paper presented at the 3rd Asia Pacific Association of Hydrology and Water Resources (APHW) Conference, 16-18 October 2006, Bangkok, Thailand.

Trinh Xuan Lai (2005). Comprehensive Approaches to Develop and Maintain Drainage/Sewerage Systems in Urban Areas of Vietnam. Paper presented at the ADB Workshop on Sanitation and Wastewater Management: The Way Forward, 19-20 September, Manila, Philippines.

6. Papers are printed in Conference Proceedings

Author (Year of Conference). Title of Paper. *Title of Proceeding*, Date of Conference, Place of Conference, Page numbers.

Ex:

Tran Van Xuan (2001). Groundwater Pollution in Ho Chi Minh City and Its Prevention- Case study. *Vietnam - Japan Workshop on Groundwater Contamination*, 5th June 2001, Ho Chi Minh City, Vietnam, 1-7.

7. E-book

Author (Year). *E-book title* (online). Date item viewed, Available at/From: <URL>.

Ex:

Srinivas, H. (2003). *An Integrated Urban Water Strategy* (online), viewed 13 August 2003, from:< <http://www.gdrc.org/uem/water/urban-water.html>>.

8. Dissertation/Thesis

Author (Year). *Title of Thesis*. Dissertation/Thesis (degree), Faculty/Major, University/Institute.

Ex:

Vo, P.L. (2000). *Urban Stormwater Management in Vietnam*. Dissertation (Master), Department of Geographical and Environmental Studies, University of Adelaide.

Vo, P.L. (2008). *Formulation of an Integrated Approach to Sustainable Water Management in Ho Chi Minh City, Vietnam*. Thesis (Ph.D), Department of Geographical and Environmental Studies, University of Adelaide.

9. Electronic sources

Author (Year). Title of document (online), Date item viewed, Available at/From: <URL>.

Ex:

Thompson, J. (2001). Private Sector Participation in the Water Sector: Can It Meet Social and Environmental Needs? (online), viewed 12 March 2004, from:<www.iide.org>.

HEPA (2006). Đóng góp của cộng đồng vào các chính sách bảo vệ môi trường: đừng chỉ là “trang trí” (online), viewed 20/09/2007, from:<<http://www.hepa.gov.vn/content/detail.php?parentid=&catid=252&id=135>>.

10. Daily News

Author (Year). Title of news, Title of Newspaper/Magazine, Column, Date of publication.

Ex:

Quốc Thanh (2007). Sông Thị Vải không còn ... thở, *Tuổi Trẻ*, Xã hội – Đời sống, 26/09/2007

11. Government Reports

Author/Name of Institution (Year). Title of Report, Department writing the Report. Place of Publication, Total of Pages.

Ex:

People's Committee of Ho Chi Minh City (2002). *Environmental Management Strategy for Ho Chi Minh City to 2010*, Department of Science Technology and Environment - (DOSTE). Ho Chi Minh City, 306 trang.

12. Legal Documents

Author/Name of Institution (Year). Title of Document. Promulgator, No., Place of promulgation.

Ex:

Bộ Tài nguyên và Môi trường (2015). Quy định về Đánh giá Môi trường Chiến lược, Đánh giá Tác động Môi trường và Kế hoạch Bảo vệ Môi trường, No.18/2015/NĐ-CP. Hà Nội.

People's Committee of Ho Chi Minh City (2006). Decision on Stipulation for Water Resource Management in Ho Chi Minh City. People's Committee of Ho Chi Minh City, No.17/2006/QĐ-UBND. Ho Chi Minh City.

13. Maps/Photos

Author/Name of Institution (Year). Title of Map/Photo, Place of publication/promulgation.

Ex:

Department of Science Technology & Environment - DOSTE Ho Chi Minh City (2001). Map of waterway and canal systems in Ho Chi Minh City, Ho Chi Minh City.

Note: *More than one reference from the same author in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.*