

National Chung Hsing University Bachelor Program in Landscape and Recreation Internship Report Writing Format

The outline format is as follows:

Order of Report Sections:

- (1) Cover Page
- (2) Table of Contents
- (3) Preface
- (4) Main Text
- (5) Reflections and Recommendations
- (6) References
- (7) Two Copies Required

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1. Cover Page: Refer to the sample provided.
 2. Cover Page: Refer to the sample provided. :
 - [1] Internship Period: From July 1st, 10X to August 31st, 10X
 - [2] Internship Location :
Example: Bachelor Program in Landscape and Recreation,National
Chung Hsing University145 Xingda Road, South District, Taichung
402
TEL :
Supervisor :
 - [3] Internship Motivation: (Reasons for participating in the internship
and choosing the company, etc.)
 3. Main Text: The content includes :
 - [1] Introduction to the Internship Organization Example :
Corporate culture, organization, departments, projects, image, etc.
 - [2] Work Processes and Responsibilities at the Internship Organization
(Detailed description of the work, including preparation, workflow,
etc.)
 - [3] Differences Between the Internship Organization and Other Similar
Institutions (Work culture, workflow, requirements, regulations,
etc.)
 4. Reflections and Recommendations :

- [1] Internship Reflections (Insights gained from professional and personal development aspects)
- [2] Recommendations Example :
 - Suggestions regarding the internship organization, future interns' attitudes, and the internship system.
- 5. References: Example: Journals, books, thesis collections, relevant websites, with full citations.
- 6. Appendices: Two work-related photos.

Specification Details:

- 1. Report Paper Size: A4 (210mm x 297mm) °
- 2. Page Layout: 3cm margins on top, left, right, and bottom. Page numbers should be centered at the bottom. °
- 3. Text Formatting: The main text should be in Chinese (DFKai-SB font). Titles should be size 18, and body text should be size 14, arranged horizontally from left to right. Foreign language terms should be enclosed in parentheses. Each paragraph should start with two full-width spaces
Note: English and numerical content should be in Times New Roman font, size 14, with single line spacing.
- 4. Page Numbers: Numbered consecutively in Arabic numerals (1, 2, 3...) from Chapter 1 to the Appendices.
- 5. Cover Page: Includes university name, department name, internship organization name, and student details.
- 6. Report Length: At least five pages (excluding the cover page).

Cover Page Sample:

National Chung Hsing University
Bachelor Program in Landscape and
Recreation
Student Internship Report

Internship Period _____ Year _____ Month _____ Day _____

Course Landscape and Recreation Internship

Department and Year _____

Student ID _____

Name _____

Internship Organization _____

Submission Date (to be filled in by the student):