

## Guidelines regarding the form of the internship report

### Report structure:

- **title page**, the title of the internship is presented in the language of studies (see the Annex);
- **table of content**;
- **company description** – basic information about the company (the internship venue), including the type of operation, location, number of employees, annual turnover, operational principles, etc.;
- **performance of the tasks of the internship programme by providing practical examples**;
- **conclusions** – the author's thoughts, judgement, conclusions in the form of a thesis and numbered, conforming with the internship tasks;
- **proposals** – based on the conclusions, numbered, justified, containing the specification of the addressee;
- **list of references and sources** – minimum 10 sources, preferably 30% of them are less than 5 years old;
- **annexes** – they are not included in the total volume of the project. The internship diary (see the Annex) and the trainee's description (see the Annex) filled in and signed by the person in charge at the internship venue.

### Form:

**1. Page area:** 20 mm margin at the top, bottom and the right-hand side, 35 mm at the left side, by complying with the indent of the first line.

**2. Font** *Times New Roman* (Regular), the size of letters of the text 12, the size of titles of chapters 14, the size of titles of sub-chapters 12. Titles may be in **bold** or in *italic*. The titles of chapters are centred and the titles of sub-chapters are aligned left.

**3.** Space between lines 1.5 pt. The indent of a new paragraph 1.27 cm. There should be one blank line between and after figures, tables, formula.

**4. Page numbers:** on the bottom centre, Arabic numerals. The title page is page 1, however, the page number is not stated there.

**5. Body chapters:** the chapters are numbered by using Arabic numerals. A new chapter is started on a new page, sub-chapters are continued on the same page by numbering them according to the relevant chapter number and the sequence number of the particular sub-chapter. Maximum 2 levels of sub-chapters are recommended (1.1; 1.1.1).

**6. References:** presented according to the Harvard System by specifying the author and the year in brackets (see the annex\*).

**7. List of references and information sources:** presented according to the Harvard System by listing according to the alphabetic sequence of authors. The sources in Latin (Latvian and English together) should be presented first, followed by sources in Cyrillic (see the annex).

**8. Tables:** numbered within the framework of the body chapters. The table numbered should be aligned right, the table title should be above the Table and below the table number, centred and bold. There should be a reference to the table in the body text, for example, see Table 3.1. The spaces of 12 pt should be before and after the table.

**9. Figures** The figures are numbered within the framework of the body chapters. The Figure number and title should be written under the Figure. There should be a reference to the Figure in the body text, for example, see Figure 3.3. Not only pictures, but also schematics, diagrams, schedules, etc. are referred to as figures. The spaces of 12 pt should be before and after the figures.

**10. Formula:** numbered within the framework of the body chapters. The formula number is written in brackets on the right side, under the relevant formula, in the next paragraph. If a formula is written with denomination, the symbols used in the formula should be explained after the formula and separated by a comma; the units of measurement should also be presented (see the 1st example). A formula included in the body text (and not denominations) is also considered a formula (see the 2nd example) and should be numbered.

There should be a reference to the formula in the text, for example, "It is calculated by using formula (2.5)... The Word function Equation should be used for preparing the formula (Word → Insert → Equation).

**1st example:**

The annual standard depreciation is assessed according to the formula, (2.5) (Bērziņš, 2007):

$$A = \frac{F}{t}, \quad (2.5)$$

where F is the initial value of fixed asset, EUR;

t – the depreciation period, a year.

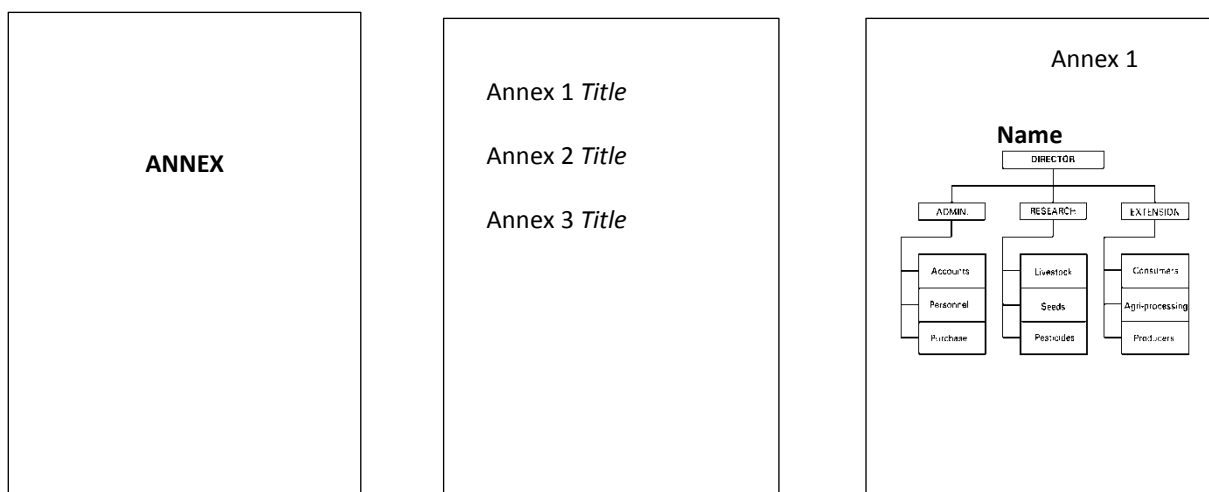
**2nd example:**

$$\text{Annual standard depreciation} = \frac{\text{Initial value of fixed assets}}{\text{Amortization period}} \quad (2.6)$$

**11. Annexes:** numbered (on the top right corner, for example, Annex 1), they are numbered according to the sequence of referring to them in the paper. Each annex starts with page 1. The title should be specified for each annex (centred, one line under the Annex number).

If there are more than 3 annexes, the list of annexes should be prepared and inserted after the page displaying the title ANNEXES (see the 3rd example).

**3rd example:**



**Preparation of the internship diary:** the diary (see the Annex) is an indispensable part of the internship report and reflects the performance of the trainee during the internship period divided per weeks. The filled in diary is signed by the trainee and the Intern Supervisor at the university. The diary forms the first annex to the internship report.

**Preparation of the trainee's characteristics** the trainee's characteristics is an indispensable part of the internship report and it is filled in by the internship provider at the end of the internship by submitting his/her assessment of the trainee. The filled in characteristics are signed by the internship provider and the trainee himself/ herself. The characteristics form the second annex to the internship report.

**Preparation of the internship report for submission** following securing of the authorisation by the Intern Supervisor (at the university), the internship report should be filled in, revised and put in a file cover. The author signs the title page at the intended place and secures the signature of the Intern Supervisor. The signed report should be submitted to the programme administrator.

**Getting prepared for the defence:** a PowerPoint or equivalent presentation should be prepared for the public defence of the internship based on the following structure:

- **title slide**, (see the annex);
- **the internship venue (the company) description** – basic information about the company (the internship venue), including the type of operation, the location, number of employees, annual turnover, operational principles, etc. - slide No. 1;
- **results of the performance of the internship tasks** – 4-5 slides;
- **conclusions** – 1-2 slides;
- **proposals** – 1-2 slides;
- **concluding slide** with the text "Thank you!" - 1 slide.

**Speech duration** is 5-8 minutes, excluding 5-7 minutes for questions by the members of the evaluation commission.