

CONTENT AND FORMAL REQUIREMENTS OF INTERNSHIP REPORT

This document serves as a guide for the preparation of a coherent internship report by a student of the Hungarian University of Agriculture and Life Sciences. The formal and content requirements of the internship report, as well as the specific expectations, may differ from one program to another! The management of the given program will inform the students concerned about any differences.

Scope:

The report must be submitted in electronic form, as a PDF document, in NEPTUN SYS, with a minimum of 10 typed pages (font size 12, single spacing) (excluding attachments). Tables and figures (drawings, photographs, graphs, etc.) in the written material must be numbered consecutively, and a short title must be given to each table and figure. The text must refer to the table or figure number.

The Internship Report should be organised in chapters as follows:

1. Table of content
2. Presentation of the practice location (activities, personnel, equipment, infrastructure, activity performed, technology)
3. Description of known work processes, technological presentation (brief summary of the theoretical and legal background of the technology, including literary references)
4. Description of completed tasks (logging your own work on a daily or weekly basis, depending on the task)
5. Summary (evaluation of the work processes learned, possibly SWOT analysis, comparison of the applied technology with literature data and legal regulations, e.g. waste management method)
6. Bibliography (listing all literature and other sources used in the journal)
7. Annexes

First page:

Title: Internship Report with location(s), date(s) of internship semester, name(s) of external internship supervisor(s), name of student, year, specialisation.

Second page:

Table of content

Chapter 1:

1. Introduction: concise general information about the internship location. Geographical location of the farm, natural and economic characteristics, basic activities, and a list of its locations.

Chapter2:

Detailed description of internship location(s) (description of plants, practical locations, departments, description of operational and management structure).

Resources of production

- Land, its distribution by type of farming.
- Crop structure and yield averages (previous year's fact, current year's plan).
- Description of livestock (head), main specific indicators of production.
- Type and characteristics of the main farm buildings.
- Size and composition of machinery (including machinery elements).
- Labour situation of the holding. Number of employees, composition, qualifications.

Characteristics of the host company

- Volume of enterprise production value and turnover, broken down by main sector.
- Quantity, quality and cost price of the main products and crops.
- Sales, uses, market opportunities, selling prices.
- Results of management (multiannual data), breakdown of results.
- Further development plans, opportunities, etc.

Organisational structure and management system of the host company

- Describe the organisational structure of the farm
- Examine the flow of information between the different levels of management, the levels of decision-making and the chain of command.
- The division of tasks and responsibilities of managers at different levels (top, middle and bottom)

Learn about the activities of a selected manager/owner or the internship supervisor.

- The position, duties and responsibilities of the manager under investigation (as described in the job description).
- Day-to-day, routine tasks
- Leadership style and methods, management behaviour.
- Methods of assigning and controlling tasks.
- The working atmosphere in the department managed by the manager under investigation, the causes of potential conflicts and the manager's methods of dealing with them.
- Methods of financial and moral incentives used and applied by the manager.

Chapter 3:**A report on independent tasks and the role undertaken in activities carried out in the given semester.**

(E.g., get to know the operating departments, organizational and administrative tasks, participation in exhibitions and fairs, maintaining contact, etc., maximum 2 pages.)

Annexes:

- contains photographs and other documentation collected during the internship, in chronological order, numbered and with a clear, short title;
- evaluation certificate of the host institution confirming completion of internship.