

## AVIATION MANAGEMENT DEPARTMENT SUMMER PRACTICE REPORT GUIDE (AVM 250 & AVM 350)

### GUIDELINES AND FORMAT OF THE REPORT:

1. The report should comply with the summer practice program aim and reflect your studies conducted during your summer practice.
2. Reports should be written in English.
3. Tables, figures and/or appendices should be numbered consecutively and should include a short informative title.
4. The contents and information utilized should be original, and the material used should not be a copy-and-paste from any other resources (i.e. the Internet, company-supplied standard materials such as CDs or brochures). The report will be rejected if it is found to include such material.
5. A scientific referencing system (e.g. APA6) should be used in the text. Reference items should include the author's name, year of publication, the title of the work, the title of publication, volume, number, and page numbers. Some examples are given below (Note the differences between referencing a book, URL, and a journal article):
  - a) Wall, J.E. (2000). "Technology-delivered assessment: diamonds or rocks?" Retrieved January 3, 2003, from <http://www.universitas.edu.au/>.
  - b) Sweller, J., van Merriënboer, J.J.G., & Pass, F.G.W.C. (1998). "Cognitive architecture and instructional design", Educational Psychology Review, Vol.10, No.3, pp.251-296.
  - c) Phillips, J.J. (1997). Handbook of training evaluation and measurement methods (3rd. Ed.) London: Gulf Publishing.
6. The report should be typed as single-spaced on one side of A4 sized paper, and binded (spiral binding). The left margin should be set to 3 cm; the remaining margins (right, top, bottom) should all be set to 2.5 cm. The text should be typeset with Times New Roman, and the font size should be set to 12pt. For the main headings and subtitles:
  - Main headings: Capital letters, left aligned, Styles and Formatting as "**Heading 2**" (Arial, 14 pt, Bold, Italic)
  - Sub-titles: Small letters, left aligned, Styles and Formatting as "**Heading 3**" (Arial, 13 pt, Bold)
7. The length of the main part of the report (Abstract, Introduction, Description of the company, Existing system analysis, Description of the work done, Suggestions and Conclusion, references) should be at most 20 pages (excluding references). Make sure not to exceed the page limitations, otherwise, points will be deducted as a penalty. Each section should start at the beginning of a new page.
8. Make sure you apply a "Spelling & Grammar" check before submitting your report.
9. The reports will be evaluated by two examiners from the Summer Practice Committee of the Department, and the average score of the two examiners will be taken into consideration.  
[**Successful (S)**: 60 or higher, **Incomplete (I)**: 45 and 59, **Unsatisfactory (U)**: below 45]

**\*\*\*Your report will be subject to a plagiarism check. The plagiarism rate cannot exceed 20%. If the plagiarism rate exceeds 20%, your report will be evaluated as INCOMPLETE(I). Grades for such reports will be U unless this plagiarism rate is reduced to less than 20%.\*\*\***