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**MINISTRY OF TRANSPORTATION MINISTRY OF EDUCATION & TRAINING**

**VIETNAM MARITIME UNIVERSITY**



**FIELD TRIP REPORT**

**MAJOR: GLOBAL STUDIES AND MARITIME AFFAIRS**

**TITLE IN TIMES NEW ROMAN 16, BOLD UPPERCASE**

**Student: Times New Roman 14, Bold**

**Student ID: Times New Roman 14, Bold**

**Class: Times New Roman 14, Bold**

HAI PHONG, month/ year

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**MAJOR: GLOBAL STUDIES AND MARITIME AFFAIRS**

**TITLE IN TIMES NEW ROMAN 16, BOLD UPPERCASE**

 **STUDENT: NAME IN TIMES NEW ROMAN 14, BOLD, UPPERCASE**

**STUDENT ID: Times New Roman 14, Bold**

**CLASS: Class Name Times New Roman 14, Bold**

**Supervisor**: Times New Roman 14, Bold

**Division:** (Division of supervisor)Times New Roman 14, Bold

**Faculty:** (Faculty of supervisor)Times New Roman 14, Bold

HAI PHONG, month/ year

**INTRODUCTION**

[Write about the importance/necessities of the field trip; students’ own objectives of the field trip and acknowledgement of the related organizations, people…]

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**1. INTRODUCTION OF THE COMPANY**

**1.1 History of development**

***1.1.1 Subsection title (if any)***

* Legal name: Millennium Star Logistics Joint Stock Company
* Transaction name:
* Legal form: Joint stock company
* Address: No. 1 Cat Linh, Dong Da, Ha Noi.
* Certificate of business registration number: 0103002086, issued by Hanoi Authority for Planning and Investment.
* Tel: 84.4.38256637
* Fax: 84.4.38251733
* Email: info@msl.com.vn
* …

[Write about the foundation; development history of the company]

**1.2 Organizational structure**

[Write about the organization structure, and how the company’s business functions are assigned, managed and organized. Drawing chart of organizational structure is required]

**1.3 Resources**

[Facilities, vehicles, equipment, human resources, etc]

***1.3.1 Subsection title (if any)***

***1.3.2 Subsection title (if any)***

**1.4 Vision and mission *(if any)***

[Write about the Vision and Missions that are publicly stated by the company and explain the implied value and intention of the company]

**2. BUSINESS ACTIVITIES**

**2.1 Description of business activities**

***2.1.1 General view***

***2.1.2 Kinds of business activities***

[List out and give information about business scope of the company; What kind of products and/ or services it provides to customers]

**2.2 Business results**

[Provide data and analyze briefly the cost, revenue and after tax profit of the company in recent years]

**2.3 Orientation and Future plans**

[What are plans and orientations for the future development/ expansion of the company]

**3. EVALUATIONS**

**3.1 Advantages/ Strong points**

***3.1.1 Subsection title (if any)***

***3.1.2 Subsection title (if any)***

**3.2 Disadvatages/ Weak points**

***3.2.1 Subsection title (if any)***

***3.2.2 Subsection title (if any)***

**3.3 Recommendations *(if any)***

[Based on previous information and analysis of performance of the company, provide your own own observation through the field trip and assessment of the company’s competitiveness that shows advantages and disadvantages.]

**CONCLUSION**

[Conclude your field trip result in regard to its importance, purposes, necessities and your own expectation. What are your achievements and experiences after the field trip?]

**APPENDICES (*if any*)**

Format:

* Written in English
* Paper size: A4
* Font: Time New Roman, 13pt
* Title: 16pt, upper case, bold; section title: 14pt, bold; subsection title: 13pt, bold, italics
* Margin: Left: 3cm, Right: 2.5cm, Top: 2cm, Bottom: 2cm
* Page number: at the right of the bottom of the page
* Line spacing: 1.5; Paragraph spacing: before 6pt, after 6pt
* Length: 15-20 pages
* No plastic outside the cover page