King Fahd University of Petroleum and Minerals

College of Computing and Mathematics

Information and Computer Science Department

**ICS/SWE 399: Summer Training**

**Term 243**

Final Report

|  |  |
| --- | --- |
| Name: |  |
| ID: |  |
| Major: |  |
| Email: |  |
| Company Name: |  |
| Department / Division Name: |  |
| Training Period: | *mm-dd to mm-dd* |

*Insert Date*

# Executive Summary

*(Use at most 250 words)*

# Table of Contents

# List of Figures

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# List of Abbreviations

**Writing Guidelines**

A section is divided into subsections. Each subsection consists of a set of paragraphs, and each paragraph is made up of sentences. Every sentence must contain a subject, verb, and object. A paragraph should focus on a single idea. Hence, a subsection is expected to cover 3 to 5 related ideas. A paragraph begins with a topic sentence and ends with a concluding sentence. The sentences in between are supporting sentences that help the reader understand the idea being presented. Since you are writing a technical report, avoid a narrative style. Be specific and direct.

**Please follow the instructions provided in the red comments, and remove them from your final report before submitting it.**

**AI Policy**

You are encouraged to use AI tools to assist you in preparing this report. However, they should be used responsibly and effectively. Follow these best practices to maintain quality and professionalism:

**1.Use AI for Grammar and Clarity**

AI tools can help you check grammar and sentence structure. Submitting a technical report with incomplete or poorly constructed sentences reflects negatively on your personal brand. Your personal brand is how your co-workers and supervisors perceive you through the quality of your writing and deliverables.

**2. Start with Your Own Content**

Use AI tools to refine and make your writing concise. However, you must always begin with your original content. This ensures authenticity and helps you develop your own communication skills.

**3. Avoid Using AI for Technical Diagrams**

Do not rely on AI to generate technical diagrams. Doing so can significantly harm your credibility and personal brand. Create diagrams yourself to demonstrate your understanding of the subject matter.

**4. Design Effective Prompts and Verify Outputs**

If you use AI for writing assistance, craft clear prompts and always review AI-generated content before including it in your report. For example, an effective prompt could be: *“Check grammar and extend slightly with meaningful and relevant content.”*

**5. Use AI Responsibly**

AI tools are powerful, but their misuse can compromise the accuracy, integrity, and originality of your work. Always use them ethically and in a way that adds value to your report.

# Introduction

*(Write at least 3 sentences that introduce the reader to the content of this section.)*

## Company Information

## *(Please write at least two paragraphs that address the following points: the company's name and location, its business sector, its main products and services, and your host department.)*

## Team Information

*(Briefly describe your team’s role within the company and explain how it supports the company’s core business. Include details such as team size and the different roles you undertook during the training period.)*

## 1.3 Training Plan

*(Provide a high-level overview of your training plan. For example, list the products and services you worked on or the components you contributed to. You may refer the reader to the detailed plan in Appendix A.)*

***(Describe the structure of the rest of the report. The following is an example.)***

*The rest of this report is structured as follows. First, each project is described individually, following a workflow from problem description to implementation. After all the projects undertaken during the training are discussed, the individual tasks carried out in parallel with the projects are presented in detail. Finally, conclusions are provided. The report ends with a set of appendices that complement its content.*

# Project 1: (Give a title for the project)

*(Write at least 3 sentences that introduces the reader to the content of this section.)*

## 2.1. Problem Statement

*(Write at least one paragraph (minimum 300 words) addressing the following points: What is the problem? What is the project scope and the objective(s)? What are your role(s) and responsibilities? What are the expected tangible outcomes (deliverables)?)*

## 2.2. Requirements

*(Write the requirements in the standard format as you learned in your coursework.)*

## 2.3. Conceptual Design

*(Use UML diagrams such as use case, activity, and sequence diagrams to describe your solution. For each diagram, provide at least one explanatory paragraph.)*

## 2.4. Solution Implementation

*(Describe the technical details of your implementation, including the rationale behind selecting specific tools, technologies, and methodologies. Clearly explain how these details relate to the tasks outlined in your training plan and how they contributed to achieving the expected outcomes. Where appropriate, reference the task breakdown and deliverables provided in Appendix A. Include screenshots, code snippets, and design sketches as supporting evidence. Additional screenshots can be placed in an appendix dedicated to this project.)*

## 2.5. Skills Applied and/or Learned

*(Provide an overview of the skills you applied from your coursework, as well as those you acquired during the training period. These skills may include both technical competencies and soft skills. Where appropriate, reference the specific courses where these skills were developed or should be developed to better prepare future trainees. This section serves as valuable feedback to the ICS department, helping them assess how well the curriculum aligns with industry requirements and identify areas for improvement.)*

## 2.6. Challenges Faced and Solutions

*(Summarize the project’s completion status, indicating whether objectives were fully or partially achieved and why. Note any deviations from scope, timeline, or resources and how they were addressed. Conclude with a brief reflection on overall success and key lessons learned.)*

# Project 2: …..

## 3.1. Problem Statement

## 3.2. Requirements

## 3.3. Conceptual Design

## 3.4. Solution Implementation

## 3.5. Skills Applied and/or Learned

## 3.6. Challenges Faced and Solutions

# 4. Tasks

## 4.1. Task 1: (Give a tile for the task)

*(You may discuss each task in at least two paragraphs. For every task, identify the following: scope and objectives, your roles and responsibilities, outcomes achieved, skills applied and/or learned, challenges encountered, and the solutions implemented. Where appropriate, include supporting evidence such as screenshots.)*

# Conclusion

*(Share your overall experience during the training, reflecting on the key lessons you learned and how they contributed to your professional growth. Provide constructive feedback and recommendations to help improve the training program for future trainees.)*

# References

*(For citing references, use the IEEE citation style consistently throughout the report. Ensure both in-text citations and the reference list follow the IEEE format as outlined in the IEEE guidelines.)*

# Appendix A: Detailed Training Plan

# Appendix B: ……