

**University of Macau**  
**Department of Computer and Information Science**  
**STGC3000 Work-Integrated Education 2025/2026**  
**Report Guidelines**

Every internship student must complete and submit a report (*at least 10 pages excluding the title page, the table of contents, and the appendix*) upon the completion of his/her internship. The contents of the report should include the following:

1. Introduction of the company/organization.
  - a. Size of the company/organization.
  - b. Company's/organization's industry, e.g., government, university, gambling and entertainment, consultancy, etc.
  - c. Involved projects held by the company/organization.
  - d. Internship period and daily schedule.
  - e. Subsidy obtained.
2. Detail description of the assigned tasks. For this you can use diagrams, tables, or photographs to illustrate your tasks.
  - a. Job description.
  - b. Intern's responsibilities.
  - c. Problems encountered and the solutions used to solve them.
  - d. Valuable experiences gained.
3. A self-evaluation must be reported based on the learning outcomes.
  - a. Applied the academic knowledge to practical engineering problems.
  - b. Communicated with team members, reported to seniors, and fulfilled the assigned tasks.
4. For the report title page please use the .doc provided on UMMoodle.
5. Combine all your Weekly Log Books together and include it as an Appendix in the report.