<< project title; right justified, cap, bold>>

<< project title next line, if any; right justified, cap, bold >>

<< project title third line, if any; right justified, cap, bold >>

INTERNSHIP

REPORT

<< student name, right justified, cap >>

<< admission number, right justified, cap >>

<<IT3579/IT3699/IT3339/IT3539/IT3769/IT3639/IT3299>> INTERNSHIP PROGRAMME

AY 2019/2020 (Period <<number 1,2,3 or 4>>)

DIPLOMA IN <<Full Course Name>>

SCHOOL OF INFORMATION TECHNOLOGY

NANYANG POLYTECHNIC

ACKNOWLEDGEMENTS {5th line}

<< name1 >> <<details of the acknowledgment>> {8th line}

<< name2 >> <<details of the acknowledgment>> {10th line}

<< name3 >> <<details of the acknowledgment>> {12th line}

<< name4 >> <<details of the acknowledgment>> {14th line}

TABLE OF CONTENTS {5th line}

SECTIONS {8th line}

1.0 ORGANISATION BACKGROUND {11th line}

1.1 << subsection’s title, if any >>

1.2 << subsection’s title, if any >>

{1 line spacing}

2.0 ATTACHMENT BACKGROUND

2.1 << subsection’s title, if any >>

{1 line spacing}

3.0 PROJECT BACKGROUND

3.1 << subsection’s title, if any >>

{1 line spacing}

4.0 PROJECT SCHEDULE

4.1 << subsection’s title, if any >>

{1 line spacing}

5.0 PROJECT ACCOMPLISHMENTS

5.1 << subsection’s title, if any >>

{1 line spacing}

6.0 ANALYSIS OF ASSIGNMENT/RECOMMENDATIONS FOR IMPROVEMENT

6.1 << subsection’s title, if any >>

APPENDICES {after 3 lines spacing}

{1 line spacing}

Appendix 1 << appendix 1’s title, if any >>

Appendix 2 << appendix 2’s title, if any >>

1.0 ORGANISATION BACKGROUND

This section should describe about the organisation where you were attached.

* Name, address and country of the organisation
* Nature of the business
* Organisation chart
* Platform and Technology used (Hardware and Software)

2.0 ATTACHMENT BACKGROUND

This section describes the background of your attachment to the organisation.

* Description of the department and/or section you were attached to
* Role of your department
* Organisation chart of your department and/or section
* Period of Attachment
* Name and designation of the industry internship mentor (IIM)
* Name and designation of the school internship mentor (SIM)
* Your role during the attachment

3.0 PROJECT BACKGROUND

This section describes the project you were assigned.

* Project Name
* Project Background / History
* Project Scope
* Project Description (include hardware and software tools that you used)

4.0 PROJECT SCHEDULE

This section should have a GANTT chart describing the various project tasks assigned to you.

* Project main tasks and their subtasks
* Expected man-effort and time frame for each task
* Actual man-effort and time frame for each task

5.0 PROJECT ACCOMPLISHMENTS

This section describes the work you have done, your contributions made and the experience gained during your attachment.

* For each project task:
* describe the work done to accomplish your task
* list out the deliverables made and briefly describe each deliverable
* mention any major problems faced and describe how they were resolved
* describe the experience gained or any lesson that you have learnt

6.0 ANALYSIS OF ASSIGNMENT/RECOMMENDATIONS FOR IMPROVEMENT

This section describes what has been achieved and what new skills / knowledge has been learnt.

Describe any insights gain/gathered which can provide a guide to future education/ career choices.

**END**