

Sample Industrial attachment report

The Industrial attachment report should be well written in good English and should at least contain the following:

- **Cover page:** The following details should be included on the cover page: School; Department, Programme, Unit Code, Industrial attachment period e.g. May – July 2024; Name of student, student's Registration Number;
- **Declaration page:** Student's name, registration number, and Signature, Industry Supervisor's name and Signature.
- **Acknowledgements:** The student should acknowledge all those who assisted in contributing to the success of the Industrial attachment and report writing.
- **Summary/Abstract:** This should provide a summary of the most important practical work the student learned as well as the major challenges, conclusions, and recommendations.
- **Table of contents:** A table of contents should be generated which shows the contents of the report and the page numbers for easy reading and referencing.
- **List of Figures:** All figures must be captioned at the bottom, with figure numbers shown against each caption. The pages where particular figures are found should be indicated for easy reading and referencing. Figures should be preferably numbered according to the chapter numbers.
- **List of tables:** All tables must be given headers and with table numbers shown against each table header as well. The pages where particular figures are found should be indicated for easy reading and referencing. Tables should be preferably numbered according to the chapter numbers.
- **List of acronyms/abbreviations:** All acronyms or abbreviations used in the report should be included in this section, with their full meanings.

INTRODUCTION

- Background of the Industrial attachment program
- Objectives of the field attachment
- Background of the organization attached to
- Structure and organization with emphasis on the department where the student is deployed
- Major activities and focus of the department

INDUSTRIAL TRAINING EXPERIENCE

- Duties and responsibilities
- New knowledge and skills gained in each of the duties and responsibilities assigned
- Level of accomplishment of the duties/responsibilities assigned (may indicate your contribution in terms of new knowledge and skills provided)
- Relationship with other staff
- Things enjoyed most and why
- Things enjoyed least and why
- Challenges experienced and how handled
- Major benefits derived from the Industrial attachment program

CONCLUSION AND RECOMMENDATIONS

Conclusion

- Include major strengths and weaknesses of the Industrial attachment program.

Recommendations

- Include recommendations for improving the Industrial attachment as part of the academic program that you studying at MUST and for improvement of service delivery in the industry.

REFERENCES

- All relevant citations such as textbooks, personal communications, internet material, codes of practice, and guidelines that student uses during the Industrial attachment and/or report writing should be listed using the APA style of referencing

APPENDICES (if any)

- This should include any other annexes to the report such as drawings, design charts, photographs, etc.