Strathmore
UNIVERSITY

School of Computing and Engineering Sciences

Students Attachment Report Guidelines

Introduction

The purpose of the Attachment report is to reflect the experience and knowledge gained during the Attachment in a target-oriented way. The report should do so with a focus on the application of the knowledge and skills already acquired during the university program, and of interdisciplinary key qualifications. The keywords given below can be used as a guideline for the appropriate structure and content of an Attachment report.

The report has *5 chapters* and the *references* page(s). Additional images can be included in the appendix section. Do not attach your Assessment Form or your Student Evaluation Form into the report; this will be handed in as separate items.

Cover Page

The Cover Page should display:

- University Name
- Degree Course
- Student Full Name (*as it appears on the School Register*)
- Student Number (*as it appears on the School Register*)
- Organization Name (*and Logo if possible*)
- Faculty Supervisor (*Lecturer that visited shown clearly*)
- Attachment Start and Finish Dates

Table of Contents

Contents of the report with *chapters* and *page numbers*, *list of tables*, and *list of figures*.

1. Executive Summary

This is the ***first chapter*** A one page summary of the organization and a short account of the major activities carried out during the Attachment period. Conditions surrounding your organization choice should also be framed and include:

- Selection of the establishment.
- Application procedure – how did you acquire the attachment?
- Frame conditions agreed upon (e.g. contract, pay, working time)
- Job / task definition.

2. Introduction of the organization

This is the ***second chapter*** and it should describe the following of the organization:

- Field of interest of the organization.
- Structure (size, departments, number of employees).
- Special regulations / measures concerning interns.

This section should answer the following questions:

1. What is the *full title of the organization*? Give a *brief history* of the company, full mailing address and relevant web links.
2. What is the *type of ownership* of the organization?
3. What is the *sector that the organization operates in*? Specify the products and services produced and offered to its customers.
4. Who are regarded as *the customers/beneficiaries* of your Attachment organization (consider the end users, retailers, other manufacturers, employees, etc.)?
5. Provide a dependable *organizational chart* of the company.

3. **Description of Attachment**

   This is the ***third chapter*** and could be structured in the following manner:

   3.1 Weekly timetable

   This section should capture a summary of the activities carried out each week and should complement the weekly timetable attached in the appendix section.(*A sample of the weekly log can be found on the eLearning page under attachment documents*)

   The weekly log should be ***signed*** and ***stamped*** by the host supervisor.

   3.2 Description of workstation

   You should present the activities performed during the Attachment period:

   - Description of the department (*staff, tasks, structural integration within the company, hierarchy levels*).
   - Report on the familiarization phase (*introduction and mentoring, contact with other employees, etc.*).
   - Description of the workstation/working area.
   - Task description (*handling, cooperation, work results and their presentation and implementation of work results*).
   - Description of a typical workday.
   - Mentoring situation.

4. **Impact of the internship**

   This is the ***fourth chapter*** and *main body* of your report. It should express the following:

   - Social conditions (atmosphere, work climate, mentoring situation).
   - Evaluation of the assigned tasks and the individual work performance.
   - Implications for future study and career planning.
   - Comparison of goals and expectations with actual experience.
   - Projected outcomes (e.g. project work, degree thesis, chances to start a career).

In this section you should answer the following questions:

1. What skills and qualifications you think that you have gained from the Attachment?
2. What kind of responsibilities you have undertaken during the Attachment period?
3. How do you think the Attachment will influence your future career plans?
4. How do you think the Attachment activities that you carried out are correlated with your classroom knowledge?

5. Conclusions

This is the *fifth chapter* and section that should include:

1. A *key summary* derived from the Attachment experience.
2. *General observations* about the sector in which your Attachment organization operates.

References

You may need to support your work with available literature, for instance the company website, pamphlets, publications etc. Use the APA Format of referencing ((last name of the author and year of publication).

Appendices

- Charts, graphs, pictures, computer codes, company statements, company forms, etc.
- Appendices should be labelled; Appendix 1, 2, 3 etc.

Compulsory Requirements

- The internship must last a total minimum of *225 hours* for *Service Based Learning at one organization*.
- Formal supervision by host must be provided so that your performance can be assessed in the attachment system.
- At the conclusion of the internship, the *host supervisor must assess you*, the student and *sign* your report.
- You will *not* submit your report if the above requirement has not been met.
- No days or hours can be counted toward the Service based learning until the attachment details have been approved in attachment system.
- Ensure that you complete your attachment before the university reopens for the following semester. **No student OUGHT TO miss class as a result of attachment**.

Rules for writing the Attachment Report:

1. Format:

    a. *Times New Roman* or *Standard Arial*, *Font Size 12*, *1.5 line spacing* throughout and print on only one side of the paper.

    b. *Margin* – Office 2003 Default:

        i.   Top and Bottom 1.00 Inch.

        ii.   Left and Right 1.25 Inch.

2. Recommended size of the Internship Report: ***not less than 15 pages without appendices***. The quality of the report is shown if you are able to write down circumstances in a short and place-saving style.

3. Hand in a ***Spiral Bound*** Copy and retain a soft copy.

4. If daily activities are routine; please provide a week-to-week diary.

5. Report must be ***fully typed*** except signatures.

6. Do not write theoretical excerpts from textbooks or the internet. Describe what you did and what experiences you gained throughout your training.

7. Do not attach your Host Supervisor's Evaluation Form. Hand it in separately in a sealed envelope.

8. You may include graphs, pictures, data, drawings, or design calculations in your report; however, they should not cover more than 1/3 of the page. Larger graphs, pictures, data, drawings, or design calculations should be given as an Appendix.

9. Ensure that you have used the proper tenses and that your language is flawless.

Ensure you have been assessed by your host in the system before trying to submit your report. The report should be signed and stamped.