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| **King Fahd University of Petroleum & Minerals**  **College of Engineering Sciences**  **Electrical Engineering Department** |  |

**Summer Training Program**

**“…..Name of Company….”**

**Final Report**

**(Report Title)**

**Submitted to**

**Summer Training Advisor: Dr. ……..**

**Prepared by:**

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| **Name** | **Family Name** | | | | | **First Name** | | | |
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| **KFUPM ID#:** | **2** | **0** |  |  |  |  |  |  | **0** |

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| **Submission Date:** | (dd) | | (mm) | | (yyyy) | | | |
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1. **Abstract**

Brief summary of the work done and major conclusions during the Coop period

1. **Acknowledgement**

Acknowledge the university support, the company support and individuals.

1. **Table of Contents**

List the report sections and the corresponding page numbers.

1. **List of Figures**

List and number all the figures in the report with descriptive captions. Captions are placed below the figures.

Examples:

Figure 1: Schematic of power plant …………………….........................................page#

Figure 2: Sample of power transformer ………………………………………..page#

Figure 3: Telecommunication system diagram…...…… ………………………..page#

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…….

Figure X: Load flow diagram …………………….………………………… …page#

1. **List of Tables**

List and number all the tables in the report with descriptive titles. Titles are placed above the tables.

Examples:

Table1: Maintenance cost, manpower and down time around the year …………… page#

Table 2: Induction motor parameters ……………………………….…………….. page#

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…….

Table X: ………………………………………………………………………….page #

1. **Report Chapters**

**Chapter 1**: Introduction (company, plan, etc.)

**Chapter 2**: Design & Requirements of (Main body of your report)

**Chapter 3:**  Case Studies (should be planned ahead and supported with problem origin, photos, calculations, and solution(s); if applicable.

**Chapter 4**: Conclusionsand Recommendations (Summaries the coop outcomes and experiences)

**NOTE: You must cite each figure, each table, and reference in the text.**

1. **Appendices**

Anything that can be used as a supplementary/auxiliary material for the report context may be added to the appendix, (e.g. Long derivations, standards, Charts,… etc.)

1. **References**

**Examples:**

[1] M. Muratori, V. Marano, R. Sioshansi, and G. Rizzoni, "Energy consumption of residential HVAC systems: a simple physically-based model", IEEE-Power and Energy Society General Meeting, pp. 1-8, 2012.

[2] <http://crawfordsprinklercompany.com/Auto_fire.aspx>

[3] IEEE blue BOOK, 2003