

# **18ECP108L INTERNSHIP REPORT GUIDELINE**

## **Introduction**

The purpose of the Internship is to provide exposure for the students on practical engineering fields. Through this exposure, students will have better understanding of engineering practice in general and sense of frequent and possible problems. This training is part of the learning process. So, the exposure that uplifts the knowledge and experience of a student needs to be properly documented in the form of a report. Through this report, the experience gain can be delivered to their peers. A properly prepared report can facilitate the presentation of the practical experience in an orderly, precise and interesting manner.

## **Purpose of the Report**

- a) Put down in writing the record of the training experience i.e personal performance reflection;
- b) Implanting engineering expertise onto the students, that is, preparation of technical reports, communications, technical evaluation and design;
- c) Means of summarizing the experience of a student;
- d) Train student in effective writing as a preparation for the Final Year Project.

## **Contents and Format of Report**

The procedure for preparation of the report has to follow the format based on the guidelines below.

### **1. General Report Format**

The report has to be typewritten on white A4 size paper, font-size of 12 points with type face of Times New Roman has to be used throughout the report, with line spacing of 1.5. The report has to be properly bound with ‘staple and tape binding’.

### **2. Front Cover Format**

Students are advised to use ‘310 gram Whiteart Card’ in as the front cover. The format for the front cover should be as shown in **appendix**.

### **3. Abstract/Preface**

This section of the report should consist of brief description of the following:

- i. Activities of the Organization
- ii. Summary of the Report
- iii. Acknowledgement.

This section of the report is limited to two (2) pages only.

### **4. Table of Contents**

This section of the report should consist of: i. Titles ii. Sub-titles iii. Page numbers Every appendix must have a title and each page must be page numbered accordingly.

### **5. Background of Company/Organization**

This section should be the brief and concise description of the company/organization in which the student is undertaking the internship. The main items are: i. History ii. Structural organization of main activity iii. Title and position of the officer in responsible iv. Others deemed necessary (no more than three (3) pages)

### **6. Summary of Duties**

This section should be the brief description of the time, duration and types of duty carried out during the training. The description must follow the schedule of the training, that is, in chronological order.

### **7. Working Experience**

In this section, the student must describe the experience gained according to titles considered appropriate. For example, the main items are: i. Projects carried out ii. Supervisory works iii. Problems encountered iv. Problems solved

### **8. Summary**

Student should provide an overall discussion in this section and arrive at a conclusion with regards to the internship undergone. Subjects that may be presented are: i. Types of experience gained ii. Problems iii. Views and recommendations

### **9. References**

Provided that there are important resources that are used as references while preparing the report, a complete list of the titles of references concern must be included.

## 10. Appendix

Appendixes are additional information considered appropriate to support the main text. Suggested appendixes are: i. Investigation/project report during the internship ii. Technical drawings etc.

## 11. Others

- a) **Figures/Tables** All figures, tables and similar contents must be captioned and labeled. Every figure or table must be mentioned in the main text.
- b) **List of Notations and Symbols** If the report contains notations and symbols, the full definition must be given when each notation or symbol first appeared in the main text. The list of notations and symbols with the full definitions can be placed after 'Table of Contents'.
- c) Every appendix must have a title and be mentioned in the main text where appropriate. All page numbers must for appendixes must be continual from the main text.
- d) **DO NOT** include irrelevant materials, e.g. brochures from the organizations, order forms, organization newsletters and similar materials. Completion of Industrial Training
- e) **Internship Certificate** should be included at the end of the Report.