

Internship Report Guideline

1. A cover page describing the following items:
 - Your name
 - The names of your University, Institute and School
 - The name of your internship hosting company
 - The duration of your internship
 - The date of the submission of your report
2. 3-5 Inner preliminary pages describing the following items:
 - Declaration of the student and the approval of the mentor and the supervisor - one page
 - Acknowledgements (If any) – only one page
 - An executive summary – only one page
 - List of tables and figures (if any)
 - Table of content
3. 7-10 Pages on how your project selected and worked out: -
 - Project title & short summary of the project
 - Problem statement & Justification
 - Objective of the project
 - Methodology
 - Literature review (related to your specific work/problem)
4. 7-10 Pages describing the background of your internship hosting company, including:
 - Its brief history
 - Its main products or services
 - Its main customers or the end users of its products or services
 - Its organizational structure
 - Its work flow
5. 15-20 Pages describing your overall internship experience and your specific work, including:
 - Why do you select this company
 - In which section of the company you have been working and why?
 - What does the **work flow** in this section look like
 - Which work piece or **work tasks** you have been executing
 - What types of **Mechanical Engineering methods, tools and techniques** you have been using while performing your work tasks.
 - What major challenges and **problems** you have been facing and **identifying** while performing your work tasks.
 - What measures you have taken (**propose as a solution** for the selected problems) in order to overcome these challenges and problems, etc.
 - **Result & Discussion**
 - What type of **recommendations** have you made regarding to the identified problems.

6. 5-10 Pages describing the overall benefits you gained from the internship, including:

- What you gained in terms of improving your practical skills
- What you gained in terms of upgrading your theoretical knowledge
- What you gained in terms of improving industrial problem solving capability
- What you gained in terms of improving your team playing skills
- What you gained in terms of improving your leadership skills
- What you gained in terms of understanding about work ethics issues, industrial psychology and related issues.
- What you gained in terms of entrepreneurship skills
- What you gained in terms of improving your interpersonal communication skills

7. 3-5 Pages describing your **overall/general** conclusion and your recommendations for the company

8. References (including company documents and reports)

9. Appendices